



July 11, 2019

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, July 15, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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





# **COMMISSION MEETING**

## **AGENDA**

**JULY 15, 2019**



BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, July 15, 2019

9:00 a.m.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members of the public are requested to observe the following decorum when attending or participating in meetings of the 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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

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



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



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*



## AGENDA

Monday, July 15, 2019

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 ***[See page 1]***
      - (i) May 20, 2019
    - 2) Finance and Administration Committee ***[See page 4]***
      - (i) June 3, 2019
    - 3) Legal, Government and Environmental Affairs Committee ***[See page 6]***
      - (i) May 20, 2019
  - b. Commission Minutes  
(For Approval)
    - 1) June 17, 2019 ***[See page 8]***
  - c. First Amendment to Office Lease – Los Angeles  
SMSA Limited Partnership dba Verizon Wireless ***[See page 14]***
6. ITEMS FOR COMMISSION ACTION
  - a. Election of Officers ***[See page 19]***
  - b. Appointment of Committees ***[No Staff Report]***
7. ITEMS FOR COMMISSION APPROVAL
  - a. Task Order Authorization for Escalator Rehabilitation  
Elevators Etc. LP ***[See page 20]***



- b. Amendment No. 1 to Professional Services Agreement  
Trifiletti Consulting, Inc. ***[See page 22]***
- c. Award of Contracts – Taxiway A Rehabilitation Project  
Number E18-20 ***[See page 30]***
- d. Award of Contract – Janitorial Services ***[See page 34]***
- 8. ITEM FOR COMMISSION DISCUSSION
  - a. Community Noise Concerns ***[No staff report]***
- 9. ITEMS FOR COMMISSION INFORMATION
  - a. May 2019 Parking Revenue Statistics ***[No staff report]***
  - b. May 2019 Transportation Network Companies ***[No staff report]***
  - c. Airline Schedule Analysis ***[See page 44]***
  - d. May 2019 Passenger and Regional Airport Passenger Statistics ***[See page 46]***
  - e. Robert Gross Summer Camp Event ***[No staff report]***
- 10. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern  
California Metroplex Project
- 11. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 12. ADJOURNMENT



## COMMISSION NEWSLETTER

Monday, July 15, 2019

*[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 Operations and Development Committee meeting of May 20, 2019; approved minutes of the Finance and Administration Committee meeting of June 3, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 20, 2019 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 17, 2019 meeting are attached for the Commission's review and approval.
- c. FIRST AMENDMENT TO OFFICE LEASE - LOS ANGELES SMSA LIMITED PARTNERSHIP, dba VERIZON WIRELESS. A staff report is included in the agenda packet. At the June 17, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a proposed First Amendment to Office Lease ("Amendment") with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless. The Amendment would extend the Office Lease for a five-year term to June 30, 2024. Verizon also seeks to be allowed to continue its tenancy beyond the proposed expiration date on a month-to-month basis thereafter.

### 6. ITEMS FOR COMMISSION ACTION

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, Vice President and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer and Auditor.
- b. APPOINTMENT OF COMMITTEES. No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing committee appointments that he or she may wish to make.

### 7. ITEMS FOR COMMISSION APPROVAL

- a. TASK ORDER AUTHORIZATION FOR ESCALATOR REHABILITATION - ELEVATORS ETC. LP. A staff report is included in the agenda packet. At the June 17, 2019 meeting of the Operations and Development Committee, the Committee



voted unanimously (3–0) to recommend that the Commission approve the authorization of two task orders in the total amount of \$171,406 to Elevators Etc. LP for the rehabilitation of the two escalators in the “North Tower” section of the elevated walkway to the Regional Intermodal Transportation Center to be paid through the available CFC construction fund. Therefore, there will be no impact to the adopted FY 2020 budget.

- b. **AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT - TRIFILETTI CONSULTING, INC.** A staff report is included in the agenda packet. At the June 17, 2019, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted (2–0) to recommend that the Commission approve a proposed Amendment No. 1 to the Professional Services Agreement with Trifiletti Consulting, Inc., for continued support services with environmental, entitlement, land use, sustainability and government advisory services in support of the proposed Replacement Passenger Terminal project.
- c. **AWARD OF CONTRACTS - TAXIWAY A REHABILITATION PROJECT NUMBER E18-20.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission authorization to: i) Award a construction contract in the amount of \$2,099,920 to Sully-Miller Contracting Company for the Taxiway Alpha Rehabilitation Project; ii) Award of a professional services agreement in the lump sum amount of \$108,725 to RDM International, Inc. for engineer of record construction administration services, onsite technical services, and material testing; iii) Approve a project budget amount for construction management, contract administration and field observation in an amount not-to-exceed \$75,000; and, iv) Approve a project contingency of \$150,000 for any unforeseen conditions that may arise during construction.

With the receipt of the Airport Improvement Grant for this project, Staff would like to initiate the construction as soon as possible to avoid the winter rainy season.

- d. **AWARD OF CONTRACT - JANITORIAL SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Janitorial Services Agreement to United Maintenance Company, Inc., copy attached, for a three year period, at a fixed price of \$4,248,390.32, excluding supplies. The proposed agreement also includes two one-year extension options with a fixed annual cost of \$1,498,765.43 and \$1,529,959.97, respectively. Supplies to be provided are to be billed monthly on an actual cost basis which, based on current activity levels, are estimated to be approximately \$18,000 per month.

## 8. ITEMS FOR COMMISSION DISCUSSION

- a. **COMMUNITY NOISE CONCERNS.** No staff report is attached. Staff will report to the Commission on activities undertaken regarding community noise concerns.



## 9. ITEMS FOR COMMISSION INFORMATION

- a. MAY 2019 PARKING REVENUE STATISTICS. No staff report is attached. Staff will present the parking revenue results for the month of May 2019.
- b. MAY 2019 TRANSPORTATION NETWORK COMPANIES. No staff report is attached. Staff will update the Commission on TNC activity for the month of May 2019 and impacts of the fee increase.
- c. AIRLINE SCHEDULE ANALYSIS. A staff report is included in the agenda packet. Staff received notice of a change in service from one airline serving Hollywood Burbank Airport. The reported change in service is reflected in the attached Airline Schedule Analysis.
- d. MAY 2019 PASSENGER AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The May 2019 passenger count of 499,289 reflects an increase of 10.62% over the previous year of 451,343. For the calendar year-to-date (January – May 2019), the Airport accommodated approximately 2.2 million passengers which is an increase of 7.77% compared to the same period last year.
- e. ROBERT GROSS SUMMER CAMP EVENT. No staff report attached. This annual event supporting the Robert Gross Park Summer Daze program was held on June 19, 2019, with 62 campers ages 5 – 11, which gave them a chance to learn about the various activities that occur at an airport. Hosted by staff from TSA, Southwest Airlines, MillionAir Burbank, Airport Police and Airport Fire, these elementary school children received presentations and were able to spend some time with each of our hosts.



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

**MONDAY, MAY 20, 2019**

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Chairman Tornek.

**ROLL CALL**

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

**Absent:** None

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

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

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

**3. Approval of the Minutes**

- a. May 6, 2019** Commissioner Brown moved approval of the minutes of the May 6, 2019, meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

**4. Contract and Leases**

- a. Award of Extension to the Janitorial Services Agreement Diverse Facility Solutions, Inc.** Staff presented to the Committee a request for recommendation to the Commission for approval of an Award of Extension to the Janitorial Services Agreement with Diverse Facility Solutions, Inc. ("DFS"), on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at the cost of \$16,700 per month.

Staff reviewed for the Committee the previous Request for Proposal process undertaken at the May 6<sup>th</sup> operations Committee meeting. Staff was requested to provide additional information and



clarification on the evaluation of the short-listed firms. Staff then undertook a process by which best and final offers ("BAFO") were requested from the four short-listed firms which Staff believes addresses the comments and concerns of the Committee.

The BAFO process is expected to be completed prior to the end of the fiscal year. However, as the existing contract with DFS will expire at the end of May, a short-term month-to-month extension with DFS was prepared, not to exceed three months of the existing contract at its current pricing, to allow Staff the necessary time to complete the BAFO process.

**Motion**

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

**Motion Approved**

The motion was approved unanimously (3-0).

**b. Approval of Agreements for Verdugo Fire Communications System Upgrades**

Staff presented to the Committee for approval the following items to complete the Airport Fire Departments communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades: (1) Memorandum of Understanding ("MOU") with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system; (2) Contract with US Digital Designs Inc. in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation; (3) Contract with Bergelectric Corporation in the amount of \$31,054 for installation of the station alerting system; and (4) Contract with Presidio Networked Solutions Group LLC in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.



In August 2017, the Verdugo Fire Communications System made the decision, with the approval of the Glendale City Council, to upgrade their 30-year-old computer-aided dispatch system to the Northrup Grumman Command Point Computer Aided Dispatch System. As a result, all participating agencies within the Verdugo Fire Communications system, of which the Authority Fire Department is included, are required to upgrade their station alerting systems and MDTs, as well as their connectivity and data point systems.

The total cost of the upgrades for the interoperability within the Verdugo system, not including the optional annual service agreement fee for the station alerting system equipment, is \$150,765.

Appropriations in the amount of \$350,000 were included in the adopted FY 2019 budget for this project. Approximately \$158,066 has been utilized for the acquisition of the replacement Motorola 8000 handheld portable radios and replacement APX Consolettes. The total proposed award of contracts of \$150,765 is within the remaining appropriations of \$191,934.

**Motion**

Commissioner Brown moved approval of Staff's recommendation with Commissioner Devine requesting to abstain on the matter.

**Motion Approved**

The motion was approved (2-0, one abstention).

**5. Adjournment**

There being no further business, the meeting adjourned at 8:43 a.m.



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

**MONDAY, JUNE 3, 2019**

A regular meeting of the Finance and Administration Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 12:04 p.m., by Commissioner 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, Finance and Administration

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

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

**3. Approval of Minutes**

**a. May 20, 2019** Draft minutes for the May 20, 2019, Finance and Administration Committee meeting were presented for approval.

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

**Motion Approved** There being no objection, the minutes were unanimously approved (3–0).

**4. Proposed Fiscal Year 2019/2020 (“FY 2020”) Budget** Staff presented to the Committee a proposed complete balanced budget, including the projected revenues, O&M highlights and Facility Improvement Program for FY 2020.



**5. Items for Discussion**

**a. Airport Use Agreement Extension Update**

Staff provided an update to the Committee on the Status of the Airport Use Agreement which expires at the end of June 2019.

**b. Quarterly Minor Lease and Purchase Order Update**

Staff reported on four items to the Committee covering the quarters ending December 31, 2018 and March 31, 2019, respectively.

**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 other contracts and leases to be discussed.

**8. Adjournment**

There being no further business to discuss, the meeting was adjourned at 12:20 p.m.



**MINUTES OF THE REGULAR MEETING OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, MAY 20, 2019**

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 10:42 a.m., by Chairman Wiggins.

AB 23 Disclosure: The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

**ROLL CALL**

**Present:** Commissioners Wiggins and Madison

**Absent:** Commissioner Sinanyan

**Also Present:** Staff: Frank Miller, Executive Director;  
Patrick Lammerding, Deputy Executive Director,  
Planning and Development; Maggie Martinez,  
Manager, Noise and Environmental Compliance;  
Sarah Paulson Sheehy, Senior Director,  
Government and Public Affairs; Lucy Burghdorf,  
Director of Public Affairs and Communications

Airport Authority Counsel: Terence R. Boga, Esq.,  
Richards, Watson, Gershon

Airport Authority Legislative Consultant  
(via teleconference): Kristian Foy, of  
Arnold and Associates

Airport Authority Consultant: Lisa Trifiletti of Trifiletti  
Consulting, Inc.

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

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

**3. Approval of Minutes**

**a. May 6, 2019** Commissioner Madison moved approval  
of the minutes of the May 6, 2019 meeting.  
There being no objection, the minutes were  
approved (2-0, one absent).



#### **4. Items for Discussion**

##### **a. State Legislative Update**

Via teleconference, Kristian Foy, the Authority's Sacramento legislative consultant, updated the Committee and answered various questions on current airport-related legislative issues which they have been monitoring.

##### **b. AQMD Information Update on MOU/AQIP Development**

Airport Authority Consultant, Lisa Trifiletti, and Staff informed the Committee about public testimony at the AQMD Airport Working Group on May 8, 2019, regarding the MOU/AQIP development process.

#### **5. Adjournment**

There being no further business, the meeting was adjourned at 11:22 a.m.



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

**MONDAY, JUNE 17, 2019**

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

**1. ROLL CALL**

**Present:** Commissioners Brown, Adams, Gharpetian  
(arrived 9:11 a.m.) Tornek, Devine, Madison,  
Wiggins and Selvidge

**Absent:** None

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive  
Director;

**2. PLEDGE OF ALLEGIANCE** Vice President Adams led the assembly in the  
recitation of the Pledge of Allegiance to the Flag.

**3. APPROVAL OF AGENDA** The agenda was approved as presented.

**4. PUBLIC COMMENT** As many of the speakers in attendance wished  
to voice their concerns regarding the noise  
issue, Commissioner Tornek suggested they  
hold their comments for Item 6.a.

**5. CONSENT CALENDAR**

**a. Committee Minutes  
(For Note and File)**

**1) Finance and  
Administration  
Committee** Approved minutes of the Finance and  
Administration Committee meeting for May 20,  
2019, were included in the agenda packet for  
information purposes.

**(i) May 20, 2019**

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

Minutes of the June 3, 2019, Commission  
meeting were included in the agenda packet for  
review and approval.

**1) June 3, 2019**



**MOTION**

Commissioner Wiggins moved approval of the Consent Calendar; seconded by Commissioner Gharpetian.

**MOTION APPROVED**

There being no objection, the motion was approved (8–0).

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

NOES: None

ABSENT: None

**6. ITEM FOR COMMISSION APPROVAL**

**a. Proposed Resolution No. 483 - A Resolution of the Burbank-Glendale-Pasadena Airport Authority Commission Recommending to the Federal Aviation Administration Hollywood Burbank Airport Takeoff Flight Pattern Adjustments**

Staff introduced proposed Resolution No. 483 which recommends that the Federal Aviation Administration make adjustments to the takeoff flight patterns at Hollywood Burbank Airport ("Airport").

In an effort to improve the quality of life in neighborhoods south of the Ventura Freeway, the Burbank-Glendale-Pasadena Airport Authority Commission has worked diligently to be a good neighbor to the surrounding communities. This has included working with passenger airlines to obtain voluntary curfews on scheduled takeoffs and arrivals between the hours of 10:00 p.m. to 6:59 a.m., spending millions of dollars in noise mitigation and abatement activities, and retaining a consultant to study the takeoff flight pattern changes implemented in 2017 by the FAA's NextGen Transportation System.

Resolution No. 483 requests that the FAA implement (1) alternative dispersal headings for flights departing the Airport; and (2) implement the maximum feasible time interval between flights departing the Airport as conditions will allow.

At this point, members of the public were given the opportunity to voice their concerns to the Commission regarding the noise issue, after which, the vote was taken on Item 6.a.



**MOTION**

Commissioner Tornek moved approval;  
seconded by Commissioner Madison.

**MOTION APPROVED**

The motion was approved (8–0).

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

NOES: None

ABSENT: None

**b. Review of the Proposed  
Fiscal Year 2019/2020  
("FY 2020") Annual Budget;  
and Proposed Resolution  
No. 484, A Resolution of the  
Burbank-Glendale-  
Pasadena Airport Authority  
Commission Adopting the  
Fiscal Year 2019/2020 ("FY  
2020") Annual Budget**

Staff presented the proposed FY 2019/2020 ("FY 2020") Annual budget and answered various questions from the Commission. Staff also presented proposed Authority Resolution No. 484 adopting the FY 2020 budget. At the June 3, 2019, Finance and Administration Committee ("Committee") meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it approve the proposed FY 2020 annual budget and the proposed resolution adopting the budget.

**MOTION**

Commissioner Gharpetian moved approval;  
seconded by Commissioner Selvidge.

**MOTION APPROVED**

There being no objection, the motion was  
approved (8–0).

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

NOES: None

ABSENT: None

**c. Airport Use Agreement  
Extensions**

Staff presented for Commission authorization an extension to the Airport Use Agreement for the signatory airlines providing service to Hollywood Burbank Airport.

In 2009, the Authority approved the form of the current Airport Use Agreement that has been executed in substantially the same form by all air carriers serving the Airport. All carriers currently serving the Airport have executed Airport Use Agreements with a stated term that



expires on June 30, 2019, without any provision to be extended on a month-to-month basis.

As the Authority progresses with the development of a proposed Replacement Passenger Terminal, Staff will begin negotiations with the air carriers to replace the current Airport Use Agreement. The development of a replacement Airport Use Agreement will also provide an opportunity to review contract terms to ensure conformance with current federal, state and local laws, as well as to reflect any fundamental changes in the way that airlines will be operating in the Replacement Passenger Terminal.

Commissioners Brown and Devine briefly stepped away before the vote was taken.

**MOTION**

Commissioner Tornek moved the motion; seconded by Commissioner Wiggins.

**MOTION APPROVED**

There being no objection, the motion was approved (6–0, 2 absent).

AYES: Commissioners Adams, Gharpetian, Tornek, Madison, Wiggins and Selvidge

NOES: None

ABSENT: Commissioners Devine and Brown

**d. Acquisition and Installation of Additional Common Use Kiosks**

Staff presented to the Commission an approval for authorization to issue the following purchase orders: (1) SITA for the acquisition and installation of ten additional common use kiosks in the amount of \$172,299, including sales tax; (2) Shires Electric for the installation of the electric power for each kiosk in the amount of \$8,400; and (3) Future Design Communication for the installation of data lines for each kiosk in the amount of \$3,227.

An additional \$10,000 in project contingency was also requested in the event of unforeseen circumstances. The total cost of the proposed project is \$193,926 and is subject to full reimbursement to the Authority from the airlines.



Commissioner Devine returned during the presentation of this item.

**MOTION**

Commissioner Tornek moved the motion;  
seconded by Commissioner Devine.

**MOTION APPROVED**

There being no objection, the motion was  
approved (7-0, 1 absent).

AYES: Commissioners Adams, Gharpetian,  
Tornek, Devine, Madison, Wiggins  
and Selvidge

NOES: None

ABSENT: Commissioner Brown

NOTE: At the request of Commissioner Tornek, Executive Director Frank Miller announced that Fodor's travel magazine awarded Hollywood Burbank Airport as being the "best airport in the world." This was the first year that Fodor's has issued such a distinction.

Commissioner Brown returned to the meeting.

**7. CLOSED SESSION**

The meeting recessed to close session at  
10:20 a.m.

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4));  
1 potential case; Noise Variance Application to California Department of  
Transportation, Division of Aeronautics.
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)); 1 potential case; Facts and Circumstances: FAA Southern  
California Metroplex Project

**Meeting Reconvened to  
Open Session**

The meeting reconvened to open session at  
10:50 a.m. Commissioner Madison did not  
return.

**Closed Session Report**

No reportable action taken on the presented  
items.



**8. COMMISSIONER COMMENTS**

There were no comments.

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:50 a.m.

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Ray Adams, Vice President

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Ross Selvidge, Secretary

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Date

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Date



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**FIRST AMENDMENT TO OFFICE LEASE  
LOS ANGELES SMSA LIMITED PARTNERSHIP,  
dba VERIZON WIRELESS**

**SUMMARY**

At the June 17, 2019, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a proposed First Amendment to Office Lease ("Amendment") with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless ("Verizon Wireless"). The Amendment would extend the Office Lease for a five-year term to June 30, 2024. Verizon also seeks to be allowed to continue its tenancy beyond the proposed expiration date on a month-to-month basis thereafter.

**BACKGROUND**

In March 2003, the Authority awarded a Non-Exclusive License Agreement to Verizon Wireless to install equipment at the Airport for the purpose of providing secure internet and cellular connections to subscribing customers. For the past sixteen years, Verizon Wireless, a tenant in good standing, has continued to provide this service to its customers.

In July 2012, Verizon Wireless entered into an Office Lease ("Lease") with the Authority for a 203 square foot office space located on the first floor of Building 9. The office space is used as storage and operations space for their communications equipment. This Lease is scheduled to expire on June 30, 2019, and under the terms of the proposed Amendment, would be extended for another five-year term to June 30, 2024. Further, if approved, Verizon would like to continue its tenancy on a month-to-month hold over basis beyond the proposed expiration date.

**DETAILS**

Key components of the Verizon Wireless Office Lease are as follows:

Premises:	Building 9, first floor office space. Room 9-120.
Use:	Storage space for a continued operation of a wireless local area network providing secure internet and cellular connection to subscribing customers.
Term:	July 1, 2019 to June 30, 2024, with a hold over on a month-to-month basis thereafter.



- Termination: Either party shall have the right to terminate this Lease at any time, with or without cause, by delivering to the other party at least sixty (60) days prior written notice, except for any hold over period after the expiration date.
- Rent: The current monthly rent is \$418.13, which will be increased to \$430.67 on July 1, 2019, with an annual adjustment of 3% on the anniversary of the rental commencement date.
- Adjustments: 3% fixed annual increase.
- Other: Tenant responsible for expenses related to occupancy including maintenance, and applicable taxes.

#### BUDGET IMPACT

The proposed Amendment is expected to have a positive revenue impact upon an immediate 3% adjustment and generate \$430.67 per month with a total gross revenue of \$5,168.04 per year.

#### RECOMMENDATION

At the June 17, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend the Commission approve a proposed First Amendment to Office Lease with Verizon Wireless, and to authorize the President of the Authority to execute same.



### FIRST AMENDMENT TO OFFICE LEASE

This FIRST AMENDMENT TO OFFICE LEASE (this "Amendment") is dated as of \_\_\_\_\_, 2019, and is entered into by and between the **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**, a public entity formed under a joint exercise of powers agreement among the Cities of Burbank, Glendale and Pasadena, California, pursuant to the California Joint Exercise of Powers Act ("Landlord"), and **LOS ANGELES SMSA LIMITED PARTNERSHIP**, a California limited partnership d/b/a Verizon Wireless ("Tenant").

### RECITALS

- A. Landlord and Tenant entered into an Office Lease dated August 20, 2012 ("Lease") for Room 9-120 described on Exhibit "A" attached hereto.
- B. The Lease expires on June 30, 2019, and Landlord and Tenant desire to extend the term of the Lease for five (5) years.

### AMENDMENT/AGREEMENT

THEREFORE, the parties hereto agree as follows:

1. Definitions. Capitalized terms used herein shall have the meanings set forth in the Lease. Landlord hereby informs Tenant that "Bob Hope Airport" is now commonly known as the "Hollywood Burbank Airport".
2. Extension of Term. The term of the Lease is hereby extended to June 30, 2024.
3. Extension Term Monthly Rent. Tenant shall continue to pay Monthly Base Rent, in monthly installments, as heretofore adjusted, subject to further annual adjustments as described in Section 3.2 of the Lease.
4. Holding Over. If Tenant holds over after the expiration or earlier termination of the Lease ("Hold Over Period"), Landlord may elect to treat the holdover tenancy as either a tenancy at will or as a month to month tenancy terminable by either party upon thirty (30) days' prior written notice. The foregoing shall supersede anything to the contrary in Section 2.3 or Section 13 of the Lease or any other provision of the Lease during the Hold Over Period.
5. Conflict. In the event of a conflict or inconsistency between the terms and conditions of the Lease and the terms and conditions of this Amendment, the terms and conditions of this Amendment shall prevail and control.
6. Continuing Effect. Except as specifically modified hereby, the Lease shall remain unaffected and unchanged. The Lease is hereby ratified and affirmed by Landlord and Tenant and remains in full force and effect as modified hereby.



7. Counterparts. This Amendment may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, this Amendment has been executed by the undersigned as of the date first written above.

**LANDLORD:**

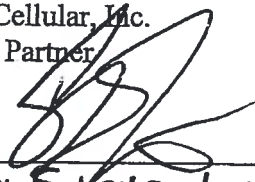
BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY, a public entity

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**TENANT:**

LOS ANGELES SMSA LIMITED  
PARTNERSHIP, a California limited  
partnership d/b/a Verizon Wireless

By: AirTouch Cellular, Inc.  
its General Partner

By:  \_\_\_\_\_  
Print Name: Steve Lamb  
Title: Director - Network





**VERIZON WIRELESS**



EXHIBIT A



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**ELECTION OF OFFICERS**

**SUMMARY**

The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.

**BACKGROUND**

Section 2.4.1 of the joint powers agreement addresses the offices of President, Vice President, Secretary, and Assistant Secretary. This provision requires the Commission to elect or re-elect a President, Vice President, and Secretary at the first meeting of July every year. This provision allows, but does not require, the Commission to elect an Assistant Secretary to assist the Secretary in the performance of the Secretary's duties, certify copies of official Authority documents, and perform other duties specified by the Commission. Traditionally, the Commission has elected an Assistant Secretary at the first July meeting. Last year, consistent with past practice, the Commission chose to have the Executive Director serve as the Assistant Secretary.

Sections 2.4.2 and 2.4.3 of the joint powers agreement address the Treasurer and Auditor offices. These provisions require the Commission to appoint a Treasurer and an Auditor, but they do not require that such appointments be made at any particular time of year. Traditionally, the Commission has appointed a Treasurer and Auditor at the first July meeting. Currently, Commissioner Gharpetian serves as Treasurer and Commissioner Wiggins serves as Auditor.

**FPPC REGULATION**

Fair Political Practices Commission Regulation 18702.5 defines what constitutes a "personal financial effect" for purposes of the Political Reform Act's conflict of interest prohibition. As a result of an amendment adopted several years ago, this regulation allows a public official to participate in decisions to fill a position on a body of which the official is a member. Thus, even though the President is compensated slightly more than other Commissioners, the nominees(s) for President may participate in the Commission's discussion and vote on that office.

**RECOMMENDATION**

Staff recommends that the Commission elect a President, Vice President, and Secretary for the 2019-2020 term. Staff also recommends that the Commission determine whether to change the existing appointments to the offices of Assistant Secretary, Treasurer, and Auditor.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**TASK ORDER AUTHORIZATION  
FOR  
ESCALATOR REHABILITATION  
ELEVATORS ETC. LP**

**SUMMARY**

At the June 17, 2019 meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve the authorization of two task orders in the total amount of \$171,406 to Elevators Etc. LP ("Elevators Etc.") for the rehabilitation of the two escalators in the "North Tower" section of the elevated walkway to the Regional Intermodal Transportation Center ("RITC") to be paid through the available CFC construction fund. Therefore, there will be no impact to the adopted FY 2020 budget.

**BACKGROUND**

In December 2018, the Commission awarded a contract to Elevators Etc. for preventative maintenance services, on-call repair services, and emergency repair services for six elevators, two escalators, and six moving walkways located throughout the Airport. Elevators Etc. began providing these services in January 2019.

Performance by Elevators Etc. to date has been satisfactory and Staff can attribute a reduced frequency of conveyance outages and on-call repair service calls due to the firm's preventative maintenance services and quality of workmanship. In comparison with the previous service provider over a three-month comparison period between February through April 2018 versus 2019, service calls were reduced from 18 to 5. The total cost of service calls over that same period declined from \$16,356 to \$14,165.

**REHABILITATION SCOPE**

Based on information collected while performing preventative maintenance services, Elevators Etc. identified the need to complete a thorough rehabilitation of both escalators in the "North Tower." The escalators were originally installed and commissioned in 2014 as part of the RITC project and to date have not received a thorough cleaning by either of the two previous service providers. The proposed rehabilitation includes removing all steps, adjustment and re-alignment of the track, complete cleaning of the escalator interior throughout the entire escalator length, flushing the gearbox, replacing the oil, replacing the step chains, and installing new steps. This thorough rehabilitation is outside the scope of a regular preventative maintenance contract, but due to the condition of the "North Tower" escalators, the proposed rehabilitation is warranted. Elevators Etc. has also expressed concern that both escalators are at risk of not receiving a re-certification from the State



Inspector which could result with the equipment being red-tagged and shutdown. The state-issued permits for both escalators are renewed annually with the current permits set to expire on August 22, 2019 and November 13, 2019.

If recommended by the Committee and authorized by the Commission, Staff will instruct Elevators Etc. to complete the work in advance of the permit expiration dates. To verify the proposed scope and pricing, Staff sought second opinions from four other service providers with three declining to submit a response and one response received. The second opinion price ranges from \$82,000 to \$100,000 per escalator. Elevators Etc.'s proposal of \$85,703 is within the range of the second opinion received.

### FUNDING

Funding for the proposed rehabilitation will be provided through the remaining CFC construction fund for the RITC for which this proposed rehabilitation qualifies to be paid from. There will be no impact to the adopted FY 2020 budget.

### RECOMMENDATION

At the June 17, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend that the Commission approve authorization of two task orders in the amount of \$85,703 each (for a total of \$171,406) for the rehabilitation of the two escalators located in the “North Tower” portion of the Elevated Walkway.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT  
TRIFILETTI CONSULTING, INC.**

**SUMMARY**

At the June 17, 2019 meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2-0) to recommend that the Commission approve a proposed Amendment No. 1 to the Professional Services Agreement ("Amendment") with Trifiletti Consulting Inc. ("Trifiletti") for continued support services with environmental, entitlement, land use, sustainability and government advisory services in support of the proposed Replacement Passenger Terminal project.

**BACKGROUND**

In August 2018, the Authority entered into a Professional Services Agreement with Trifiletti in the amount of \$60,000 to assist staff in discussions with the Southern California Air Quality Management District ("AQMD") regarding environmental clearances support services for the proposed Replacement Passenger Terminal project. Subsequent discussions with the AQMD have been expanded to include the negotiations related to the Memorandum of Understanding for the AQMD's Airport Air Quality Improvement Plan ("AQIP") as well as coordination with the AQMD's Air Quality Management Plan ("AQMP").

In December 2018, Staff requested Trifiletti's support to expedite Staff's efforts with two programs necessary to qualify for U.S. DOT Credit Programs, specifically, the potential loan program through the Build America Bureau. This loan program requires that the proposed Replacement Passenger Terminal be listed on the State Transportation Improvement Program ("STIP"). To be listed in the STIP, the project must be initially listed in the Southern California Association of Governments' ("SCAG") Regional Transportation Plan ("RTP").

The Agreement with Trifiletti is currently scheduled to expire on June 30, 2019. However, discussions with AQMD, California Airports Council and other airports in the Southern California region require additional time and effort to reach conclusion. Additionally, coordination with SCAG is required to amend SCAG's current RTP. While the former involves multiple agencies, the latter is on a separate track which needs to be expedited as the Build America Bureau is requesting Staff to move up the timeline to submit the proposed Replacement Passenger Terminal project for feasibility and creditworthiness review.

The Amendment would increase the contract value by \$55,000, for a total not to exceed amount of \$115,000, and would authorize an additional one-year extension of the contract term.



### FUNDING

Subject to Commission approval of the proposed FY 2020 budget, funding to support the above described efforts have been included in the Replacement Passenger Terminal project line item.

### RECOMMENDATION

At the June 17, 2019 meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2–0) to recommend that the Commission approve Amendment No. 1 to the Professional Services Agreement with Trifiletti Consulting Inc. for continued support services, as described above, for the proposed Replacement Passenger Terminal project and authorize the President to execute the same.



**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority/Trifiletti Consulting, Inc.)

THIS AMENDMENT NO. 1 ("First Amendment") to the August 1, 2018 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Trifiletti Consulting, Inc. ("Consultant"), a California corporation ("Consultant"), is dated June \_\_\_, 2019 for reference purposes.

**RECITALS**

A. The Authority owns and operates the Bob Hope Airport (commonly known as Hollywood Burbank Airport) ("Airport") and retained Consultant as an independent contractor to provide professional services relating to environmental, entitlement, land use, sustainability and governmental consulting for the Replacement Passenger Terminal project.

B. The parties desire to amend the Agreement in order to: (i) expand the professional services provided by Consultant to include additional sustainability plan advisory services and funding strategy services; and (ii) increase the contract amount.

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

**1. Amendment to Exhibit A.** The attached Exhibit A-1 to this First Amendment is added to the Agreement and shall replace Exhibit A ("Scope of Support Services").

**2. Amendment to Exhibit B.** The attached Exhibit B-1 to this First Amendment is added to the Agreement and shall replace Exhibit B ("Fee Schedule").

**3. Amendment to "Contract Limit."** Subsection B ("Contract Limit") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

B. "Contract Amount": One Hundred Fifteen Thousand Dollars and Zero Cents (\$115,000.00).

**4. Amendment to Section 3.** Section 3 ("Term") of the Agreement is amended to read as follows:

A. The Authority shall have one option by which it may extend the term of this Agreement by one year in its sole discretion. To exercise the extension option, the Authority shall give written notice to Consultant on or before October 31, 2019.

B. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, 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.



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

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

**Trifiletti Consulting, Inc.**

  
☐ Chairperson ☒ President ☐ Vice President

  
☒ Secretary ☐ Asst. Secretary  
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Ray Adams  
Vice President

Approved as to form:

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



**EXHIBIT A-1**  
**Scope of Support Services**

**TRIFILETTI CONSULTING, INC.,**

**AGENCY COORDINATION, ENTITLEMENT CONSULTING, ENVIRONMENTAL  
CONSULTING, AND RELATED SERVICES**

**SCOPE OF SERVICES**

Trifiletti Consulting, Inc. shall assist Hollywood Burbank Airport by providing the following environmental, entitlement, land use, sustainability, and governmental consulting on complex airport and transportation aviation projects and related professional services:

**Environmental Clearance Advisory Services:**

- Provide strategic land use, environmental, entitlement, real estate, transportation, and governmental/public outreach consulting for the complex terminal replacement projects.
- Advise and assist with the preparation of the Environmental Assessment for the Terminal Replacement Project and other cumulative airports projects, in consultation with FAA.
- Provide advice on the general conformity requirements for the 14 Gate Terminal Concept, which includes a 2-story structure, 14 gates, improved centralized functions, public auto parking garage, convenient terminal access, and other support facilities, such as relocated air cargo building, GSE/maintenance building and a new aircraft rescue firefighting station
- Assist Hollywood Burbank Airport with agency coordination, including but not limited to City of Los Angeles, Los Angeles Department of Transportation, Los Angeles Department of City Planning, Los Angeles Public Works Department, South Coast Air Quality Management District, County Airport Land Use Commission, Southern California Association of Governments, Los Angeles Regional Water Quality Control Board, Los Angeles County Metropolitan Transportation Authority, California Public Utilities Commission, and the California Department of Transportation
- Assist with the preparation and review all communication and collateral materials for public meetings/hearings
- Assist with the implementation of the Mitigation Monitoring and Reporting Program (MMRP) and Findings for Environmental approvals
- Assist with stakeholder coordination, communication and external affairs, including but not limited to coordination with community stakeholders, elected officials and regulatory/responsible agencies

**Sustainability Plan Advisory Services:**

- Advise on sustainability policies as necessary to support the entitlement efforts at Hollywood Burbank Airport, including but not limited to coordination with the AQMD



on the updates of future Air Quality Management Plan (AQMP), SCAG's latest Regional Transportation Plans, and its relationship to future MOUs with the AQMD.

- Advise and assist with the development of airport sustainability reports, policies, projects as necessary to support the entitlement efforts and to help achieve airport sustainability goals
- Assist Hollywood Burbank Airport with addressing South Coast AQMD's request to develop an Airport Air Quality Improvement Program (AQIP) to achieve specific performance goals for various air quality reduction programs, policies, projects, operations or installation of specific infrastructure at various facilities at Hollywood Burbank Airport
- Assist with the development of performance goals with stakeholders and the AQMD in lieu of facility wide or program emissions reduction targets; attend airport meetings to assist in developing the AQIP and attend SCAQMD meetings to assist in negotiations with SCAQMD and discuss SCAQMD assumptions regarding the baselines, emission reductions that SCAQMD may be considering for the AQIP and overall framework for the AQIP
- Assist Hollywood Burbank Airport with the development and tailoring of Memorandum of Understanding (MOU) with SCAQMD; support Hollywood Burbank Airport with the establishment of baseline and future emissions inventories, assist with the crafting of an MOU to protect the Hollywood Burbank Airport's General Conformity budget allocations/needs and to ensure that such MOU does not violate federal preemption rules, especially as related to airport control over aircraft
- Assist the Hollywood Burbank Airport with the MOU to ensure that voluntary emissions levels do not translate into facility caps or back stop measures, and help Hollywood Burbank Airport develop mutual agreement regarding MOU monitoring, reporting and approach to enforceability; assist with alignment between the MOU with SCAQMD and Hollywood Burbank Airport's overall long-term entitlement and environmental clearance needs pursuant to NEPA
- Support the airport sustainability team's outreach and coordination with key stakeholders, including but not limited to tenants, airlines, airport operators, GSE operators, Alt Fuel Vehicle operators, airline liaison groups, such as Airlines for America, environmental groups including but not limited to Coalition for Clean Air, Natural Resources Defense Council, Sierra Club, and other community stakeholders, regarding the development of the Air Quality Improvement Program and the MOU between and the AQMD.

**Burbank Terminal Replacement Project Funding Strategy:**

- Assist with the update of the Southern California Association of Governments' Regional Transportation Plan Update, attend airport meetings to assist in developing the RTP, assist in consultation with SCAG to ensure critical Burbank capital projects, including the Terminal Replacement Project is included in the RTP
- Assist Hollywood Burbank Airport with updating the South Coast AQMD's Air Quality Management Plan and State Implementation Plan to include the Terminal Replacement Project, including all project components and enabling projects.



- Assist Hollywood Burbank Airport to secure Hollywood Burbank Airport's Conformity allocations and determinations are secured to support federal funding and grant funding requests.
- Assist the Hollywood Burbank Airport with grant funding support, and continue to provide strategic advice regarding the ongoing Environmental Impact Statement for the Terminal Replacement Project.
- Provide strategic land use, environmental, entitlement, real estate, transportation, and governmental/public outreach consulting for airport projects, and advise, review, or prepare, as requested, environmental review documents for airport projects in compliance with the California Environmental Quality Act and the National Environmental Policy Act.
- Provide advice on the general conformity requirements for the 14 Gate Terminal Concept, which includes a 2-story structure, 14 gates, improved centralized functions, public auto parking garage, convenient terminal access, and other support facilities, such as relocated air cargo building, GSE/maintenance building and a new aircraft rescue firefighting station.
- Assist Hollywood Burbank Airport with agency coordination, including but not limited to City of Los Angeles, Los Angeles Department of Transportation, Los Angeles Department of City Planning, Los Angeles Public Works Department, South Coast Air Quality Management District, County Airport Land Use Commission, Southern California Association of Governments, Los Angeles Regional Water Quality Control Board, Los Angeles County Metropolitan Transportation Authority, California Public Utilities Commission, and the California Department of Transportation.
- Provide technical assistance to Hollywood Burbank Airport executive management as needed
- Assist in the assessment of project eligibility for federal grant funds

All consulting services and related professional services shall be completed to the satisfaction of the Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director.

All advice provided by Trifiletti Consulting shall be reviewed in a significant, substantive manner by Hollywood Burbank Airport Deputy Executive Director of Planning & Development or any other appropriate designee of the Executive Director, and Trifiletti Consulting shall not have the independent authority to enter into or approve any contracts, issue any permits, or adopt or approve any plan, report, policy, etc., on behalf of Hollywood Burbank Airport.

When interacting with Hollywood Burbank Airport personnel, other Agencies, stakeholders, the public, etc. pursuant to this Agreement, Trifiletti Consulting shall solely represent Hollywood Burbank and its interests.



**EXHIBIT B-1**  
**Fee Schedule**

Lisa Trifiletti, Principal	\$290 per hour
Environmental Policy Analyst	\$130 per hour
Administrative	\$95 per hour
Photocopies	\$0.15 per copy for copying materials over \$100
Facsimile	\$0.25 per page

Direct expenses such as parking, copy fees, database research, authorized travel and related expenses will be billed at actual costs.

Any out-of-state or long distance travel required to conduct the above mentioned workplace investigations, compliance training or related services shall be approved in advance by the Executive Director or an authorized designee.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**AWARD OF CONTRACTS  
TAXIWAY A REHABILITATION PROJECT NUMBER E18-20**

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks Commission authorization to:

- i) Award a construction contract in the amount of \$2,099,920 to Sully-Miller Contracting Company ("Sully-Miller") for the Taxiway Alpha ("Taxiway A") Rehabilitation Project;
- ii) Award of a professional services agreement in the lump sum amount of \$108,725 to RDM International, Inc. ("RDM") for engineer of record construction administration services, onsite technical services, and material testing;
- iii) Approve a project budget amount for construction management, contract administration and field observation in an amount not-to-exceed \$75,000; and,
- iv) Approve a project contingency of \$150,000 for any unforeseen conditions that may arise during construction.

With the receipt of the Airport Improvement Grant ("AIP") for this project, Staff would like to initiate the construction as soon as possible to avoid the winter rainy season.

**BACKGROUND**

Taxiway A serves as the primary commercial taxiway with access to Runway 15-33. The last rehabilitation of the taxiway was completed in 2009 and the taxiway is now showing signs of significant deterioration. The Pavement Condition Index ("PCI") which the Federal Aviation Administration ("FAA") uses to rank airfield pavement conditions is listed from a 2017 survey as a 46 indicating that condition of the taxiway pavement is considered "poor". This taxiway now warrants a full rehabilitation as regular maintenance and spot repairs are no longer capable of maintaining pavement in acceptable conditions and the pavement has exceeded its useful life.

**PROJECT DETAILS**

The Commission previously approved the engagement of RDM to develop design documents for the rehabilitation of this taxiway. The proposed rehabilitation consists of full depth pavement replacement in the keel section (middle 45' of the taxiway) resulting in an 8" thick pavement section, and replacement of the top 3" of pavement over the remaining areas of the taxiway and associated connectors within the project boundary. In total the project includes rehabilitation of approximately 374,000 square feet of existing asphalt on Taxiway A and its associated connectors.

The existing keel section thickness varies throughout the length of the taxiway and in certain places is significantly less than 8". The design for the rehabilitation contemplates current



and future potential changes in the aircraft fleet mix as well as the number of operations using the taxiway. By providing a consistent 8" thick keel section the length of the taxiway, the proposed rehabilitation is expected to provide a design life of at least 10 years.

#### PROCUREMENT

Staff initiated the bid process on May 8, 2019, by posting bid documents on PlanetBids and advertising in the Dodge Construction News and other local newspapers, posting the bid opportunity on the Internet and in the Burbank, Glendale and Pasadena city halls. Five bids were received on June 10, 2019, with the following results:

CONTRACTOR	BASE BID	DBE%
Sully-Miller Contracting Company (Orange, CA)	\$2,099,920.00	25.27%
PALP, Inc. dba Excel Paving Company (Long Beach, CA)	\$2,368,249.04	
Griffith Company (Santa Fe Springs, CA)	\$2,456,024.49	
Granite Construction (Watsonville, CA)	\$3,239,932.00	
All American Asphalt (Corona, CA)	\$3,473,118.00	

#### DBE PROGRAM

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 DBE goal established for this specific project was 24.86%. Staff held a mandatory pre-bid meeting and job walk on May 22, 2019, for all potential bidders.

#### BID EVALUATION

The bids were evaluated by the Procurement Department to determine responsiveness to the request for bids. Staff inspected the inventory of documentation required of each bidder and determined that all were "responsive" as 100% of the documentation requirements were received from each bidder. An additional evaluation was conducted to determine whether there were any bid anomalies, and none were found.

Staff verified that the firm who submitted the apparent low bid had attended the mandatory pre-bid meeting and confirmed that the submitted DBE information represents a DBE participation commitment of 25.27% which is above the defined project goal.

#### TECHNICAL SERVICES, TESTING AND INSPECTION

As the designer of record, Staff negotiated a detailed scope of services and fee with RDM to provide engineer of record construction administration services, onsite technical services, and materials testing services. These services include site visits, weekly progress meeting participation, materials compliance testing (quality assurance), compaction testing, non-compliance reporting, corrective actions follow up and FAA Acceptance Testing Summary reporting. Staff believes the proposed value of the services in the amount of \$108,725 is

-2-



reasonable based upon the defined scope and was arrived at consistent with the procurement process outlined in applicable FAA guidance.

#### CONSTRUCTION MANAGEMENT/CONTRACT ADMINISTRATION

Project and construction management, field coordination and stakeholder communication will be provided by Airport staff from the Engineering and Operations Departments. Azrial Consulting, the Authority's on-call CAD service provider, will provide AutoCAD and site reference services. The proposed total not-to-exceed budget for all services is \$75,000.

#### SCHEDULE

The contractor's performance period is 90 calendar days and Staff intends to issue a Notice to Proceed as soon as possible following Commission approval and receipt of all contractual prerequisites. The contract for this project allows for work seven days a week.

#### OPERATIONS IMPACTS

Construction of the project will require nightly closures of Taxiway A. These nightly closures will be limited to the time between 10:30 p.m. – 6:30 a.m. and the taxiway will be re-opened for use each morning. Staff will communicate with Airlines, Air Traffic Control Tower, FBOs and all stakeholders to provide regular project status and schedule updates. Additionally, in order to minimize the risk of the project impacting regular airport operations, any failure to complete work necessary to re-open the Taxiway prior to the 6:30 a.m. deadline subjects the contractor to substantial liquidated damages assessed in terms of "minutes" of delay.

#### ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers rehabilitation of deteriorated facilities to meet current standards of public health and safety in situations where damage is not substantial and has not resulted from an environmental hazard.



## BUDGET BREAKDOWN

CATEGORY OF WORK	AMOUNT	% of COSTS
Construction	\$ 2,099,920	77%
Construction Administration/Testing	\$ 108,725	4%
Construction Management/Contract Administration	\$ 75,000	3%
Project Contingency	\$ 150,000	5%
<b>Construction Total</b>	<b>\$ 2,433,645</b>	<b>90%</b>
Project Design*	\$ 291,310	11%
<b>Project Total</b>	<b>\$ 2,724,955</b>	<b>100%</b>

\* The award of a Professional Services Agreement for Design and associated management and administrative costs in the amount of \$313,310 was previously approved by the Commission on February 19, 2019.

## BUDGET IMPACTS

The Adopted FY 2020 Budget includes appropriations for this project of \$2,250,000 to be funded utilizing AIP Grant funds for 80.59% of project costs, with the remaining local match of 19.41% from Passenger Facility Charge ("PFC") funds. After receipt of bids (which ranged from approximately 12% - 84% higher than the engineer's estimate) the updated project cost of \$2,724,955 was submitted to the FAA in a revised AIP grant application which was approved. For this project, instead of the normal separation between design and construction, at the suggestion of FAA, the grant application included a reimbursement for the cost previously approved by Commission for design in the amount of \$291,310. The grant, which has been received, provides the federal share of \$2,196,041 of the total project cost with local match being applied for through a PFC Application currently under development in the amount of \$528,914.

## RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to: i) Award a construction contract in the amount of \$2,099,920 to Sully-Miller; ii) Award a professional services agreement for a lump sum amount of \$108,725 to RDM for engineer of record construction administration services, onsite technical services, and material testing; iii) Approve a project budget for construction management, contract administration field observation for an amount not-to-exceed \$75,000; and, iv) Approve a project contingency of \$150,000 and authorize the President to execute the contracts.



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**AWARD OF CONTRACT  
JANITORIAL SERVICES**

**SUMMARY**

Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Janitorial Services Agreement to United Maintenance Company, Inc. ("United Maintenance"), copy attached, for a three-year period, at a fixed price of \$4,248,390.32, excluding supplies. The proposed agreement also includes two one-year extension options with a fixed annual cost of \$1,498,765.42 and \$1,529,959.97, respectively. Supplies to be provided are to be billed monthly on an actual cost basis which, based on current activity levels, are estimated to be approximately \$18,000 per month.

On July 3, 2019, one of the short-listed firms, Diverse Facility Solutions, Inc. ("DFS"), the current janitorial service provider, submitted a letter protesting Staff's announced plan to recommend contract award to United Maintenance. The protest, copy attached, claimed that United Maintenance has not obtained current wage and benefit information or committed to a collective bargaining agreement. United Maintenance's response to the letter is attached, and United Maintenance's representative will be present to answer any questions from the Commission.

**BACKGROUND**

Following a competitive selection process, in April 2014 the Commission awarded the existing Janitorial Services Agreement to DFS with an initial term of three years with two one-year options. The Commission exercised both options.

Nine firms responded to a publicly advertised Request for Proposal ("RFP") posted in February 2019. Proposals were received from the following firms, listed in alphabetical order:

- CleanNet of Southern California, Inc.
- Diverse Facility Solutions
- Flagship Airport Services, Inc.
- Pride Industries
- Servicon Systems, Inc.
- SP Plus Corporation
- Trinity Public Sector Solutions
- Uniserve Facility Services
- United Maintenance Company, Inc.

Based on an initial review, two of the proposals were deemed non-responsive and thus were not evaluated further. An evaluation panel, composed of five staff members, was assembled and the seven responsive proposals were evaluated in accordance with the



selection criteria outlined in the RFP. Based on this evaluation, the four highest scoring firms were invited to an interview for further consideration.

The interview phase was comprised of a 45-minute presentation by the proposing firm and a 45-minute Q&A with the five-person evaluation panel. Each firm's presentation and response to questions were scored by the evaluation panel.

On May 6, 2019, Staff sought the Committee's recommendation for a contract award to DFS. At that meeting, the Committee asked Staff to clarify the evaluation and selection process, as well as the significant discrepancy in proposed monthly hours and price amongst the short-listed firms. To address the concerns raised by the Committee, Staff utilized a two-step "Best and Final Offer" ("BAFO") process with all the four short-listed firms as described below.

Recognizing that the extended procurement process would continue past the expiration date of the current Janitorial Services Agreement, at the request of the Committee, Staff negotiated a contract amendment with DFS for a month-to-month extension not to exceed three months to allow for completion of the BAFO process. The Commission approved this contract amendment on May 20, 2019.

#### SCOPE OF SERVICES

The current scope of work includes the janitorial services for all publicly accessible areas of the airport terminal such as restrooms, hallways, hold-rooms, curb-front, bag-claim areas, ticket and gate counters, nursing stations, pet-relief areas, Authority administrative offices, parking booths, security booths, valet center, the elevated walkway to the Regional Intermodal Transportation Center, Hangar 34, maintenance facility, and the second floor of Building 36.

The onsite janitorial staff under the current Janitorial Services Agreement provides 4,043 hours per month with three Supervisors, five morning shift Custodians, four afternoon shift Custodians, and six night shift Custodians.

The scope of services for the proposed Janitorial Services Agreement is the same for all areas of the Airport covered under the current agreement. However, based on the increase in passenger activity and flights schedules, the cleaning frequencies identified in the proposed scope of work were enhanced starting with the Summer 2019 schedule to accommodate passenger needs and the Airport's operational requirements.

The proposed Janitorial Services Agreement is for a base term of three-years at a fixed price, with two one-year extension options available to the Commission. Both option years include a proposed increased fixed price. The agreement contemplates the potential need to extend services beyond the five-year total term on a month-to-month basis up to 12 additional months at a negotiated rate to allow for a potential transition to the proposed Replacement Passenger Terminal.

Staff recognizes that flight schedules and passenger levels are influenced by several external conditions, thus the proposed Janitorial Services Agreement allows the Authority to adjust the Scope of Services at its discretion any time. The agreement also includes a provision which requires a good faith negotiation of a reduction in the monthly fee and hourly

-2-



rates if at any time the annual passenger throughput at the Airport has dropped by more than 10% compared to the prior 12-month period. Similarly, the agreement includes a provision requiring that, in September 2020 and on an annual basis thereafter, the parties shall determine whether the annual passenger throughput at the Airport has increased by more than 10% compared to the prior 12-month period and, if so, shall negotiate in good faith an increase in the monthly fee and hourly rates.

#### EVALUATION PANEL CONSIDERATIONS

Providing a clean facility is critical for the Airport as passenger impressions of the overall facility are often most impacted by their perception of the Airport's cleanliness, especially in restrooms. With the increase in flights the Airport has experienced since 2014, the associated increase in passenger activity has significantly impacted restroom cleaning and supply usage. Restrooms are now required to be cleaned more frequently.

Since FY 2014, when current janitorial staffing levels were established, passenger volumes have increased from 3.8 million annual passengers to over 5.2 million annual passengers. This represents an approximately 37% increase in activity. The summer schedule and introduction of an additional air carrier are expected to add to the demand for service throughout the Airport.

During the initial evaluation process, two critical elements were:

1. Proposed staffing – did the proposer offer staffing levels and organizational structure that would meet the level of cleaning required per the scope of services outlined in the RFP, i.e. the minimum required cleaning frequencies to meet the anticipated flight schedule and airport passenger volumes over the next five years; and
2. Proposed Site Manager – did the proposer identify a Site Manager with applicable experience, with requisite leadership skills, strong communication skills and a professional and positive attitude to meet the needs of the Commission and Staff and who is immediately available to lead the transition.

As stated in the May 6<sup>th</sup> presentation to the Committee, Staff's initial recommendation was heavily influenced by the proposed staffing levels. The RFP defined the increased minimum cleaning frequencies and the approximate 37% increase in passenger volume since 2014, which Staff felt warranted a reevaluation of janitorial staffing levels. The initially recommended firm, DFS, proposed a staffing increase of approximately 20% above current staffing levels while the other firms proposed an approximately 8% increase in staff or no changes at all.

However, the Committee was concerned with the magnitude of the increase in the proposed fee, the significant differences between the monthly hours and fee amongst short-listed firms, the structure of the fee proposal, weight given to the interview portion of the evaluation, as well as Staff's evaluation of the proposed Site Manager. As previously mentioned, the BAFO process was initiated to address these concerns.



## BEST AND FINAL OFFER

The four short-listed firms were advised of the concerns and that, to address these questions, Staff would be issuing a BAFO request. The firms were allowed to review and reconsider their proposed staffing levels, reminded again that passenger volumes have increased approximately 37% since 2014 along with the forecasted summer flight schedule.

Firms were also instructed to provide updated pricing information in a revised format. Instead of maintaining a fixed annual price for the entire three-year term and the two optional extension years, pricing was requested by year.

Firms were instructed to provide written details on transition plans and schedule, their proposed Site Manager, and rationale behind their revised proposed staffing levels.

BAFOs were evaluated in accordance with the following selection criteria:

SC-1 Proposed Staffing Level – 40 Points

SC-2 Proposed Price – 40 Points (cumulative all 5 years)

SC-3 Quality of Supplemental Written Response – 20 Points

Evaluation of the submitted BAFOs resulted in Staff announcing on June 6, 2019, a plan to recommend a contract award to United Maintenance at the June 17, 2019, Committee and Commission meetings.

## REVISED BEST AND FINAL OFFER

Subsequently, on June 11, 2019, DFS submitted a letter protesting the contract award recommendation, and outlining concerns specifically associated with Staff's responses to questions posted in Addendums 1 and 3 in March 2019, during the initial phase of the procurement. Staff decided to omit the Janitorial Services Agreement contract award from the June 17<sup>th</sup> Committee and Commission agendas to allow time to evaluate and address the concerns raised by DFS.

On June 19, 2019, staff sent a letter to the four firms who had participated in the BAFO process with the following clarification:

*"...it has been brought to our attention that one or more of the Best and Final Offer ("BAFO") submittals for the above-referenced procurement may have been based on a misunderstanding, regarding the status of an organized labor union of the existing janitorial staff employed by the current service provider.*

*Existing janitorial personnel are members of the SEIU USWW and are covered by a collective bargaining agreement...*

*After considering the information above, please either confirm pricing provided in the May 17, 2019, BAFO submission remains valid or provide revised pricing."*



On June 26, 2019, responses were received and are summarized below:

	Original Proposal		BAFO		Revised BAFO	
	Monthly Hours	Monthly Fee	Monthly Hours	Monthly Fee (Year 1)	Monthly Fee (Year 1)	Monthly Fee (5 Yr Avg)
Current Agreement (Established 2014)	4,043	\$ 93,132				
<b>FIRM:</b>						
United Maintenance	4,378	\$ 99,494	4,971	\$ 108,280	\$ 112,167	\$ 121,285
DFS	4,857	\$ 138,635	4,856	\$ 122,138	\$ 122,138	\$ 134,395
PRIDE Industries	3,969	\$ 105,002	4,723	\$ 115,525	\$ 115,525	\$ 127,015
Uniserve	3,999	\$ 97,927	4,226	\$ 100,328	\$ 105,525	\$ 116,623

During a review of the Fee Schedule insignificant mathematical errors were identified in three of the four BAFOs, including the submittals by United Maintenance and DFS. Staff clarified what numbers were used for evaluation with each of the three firms.

Evaluation scores, with highest scoring firm being recommended for award.

	SC-1	REVISED SC-2	SC-3	REVISED Total
<b>Maximum Points Possible</b>	<b>40</b>	<b>40</b>	<b>20</b>	<b>100</b>
<b>FIRM:</b>				
United Maintenance	40	38	17	95
DFS	39	35	20	94
PRIDE Industries	38	37	17	92
Uniserve	34	40	15	89

Both United Maintenance and Uniserve submitted revised fees with DFS and PRIDE confirming their pricing as previously submitted.

Resulting from the completed two-step BAFO process, United Maintenance increased the number of hours per month from 4,378 to 4,971 and committed to use as its Site Manager a 30-year veteran of the company with 17 years of management experience at facilities of a similar or larger size as the Airport.

#### FUNDING

Appropriations for the Janitorial Services and Supplies have been included in the adopted FY 2020 budget which provides funding for the proposed fee schedule by United Maintenance.



### RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award the attached Janitorial Services Agreement to United Maintenance for a three year period at a fixed fee of \$4,248,390.32 excluding supplies, with two one-year options. Supplies will be reimbursed at actual cost on a monthly basis and, based on current activity levels, are estimated to be approximately \$18,000 per month.



# DFS

## Diverse Facility Solutions

Corporate Office: 12838 S. Cicero Avenue, Alsip, IL 60803 • P: 773-582-1022 • F: 773-582-1094  
www.DiverseFacilitySolutions.com

Via email: [LAguilera@bur.org](mailto:LAguilera@bur.org)

July 3, 2019

Lanna Aguilera, C.P.  
Senior Procurement Specialist  
Hollywood Burbank Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

Re: Request for Proposals No. MA19-01  
Protest of Contract Award to United Maintenance Company

Dear Ms. Aguilera,

Diverse Facility Solutions (DFS) hereby submits its protest for contract award for the Janitorial Services and Supplies to United Maintenance Company. Once again DFS feels compelled to raise concerns to the Burbank-Glendale-Pasadena Airport Authority (BGPAA) staff, Committees and Commission. The following detail outlines the grounds for our protest to the contract award recommendation to United Maintenance Company for RFP No. MA19-01.

**United Maintenance Company has not obtained wage or benefit details and information for the existing employees, nor has the company signed a commitment to the SEIU Master Collective Bargaining Agreement.**

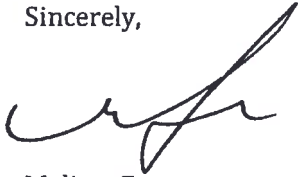
DFS has contacted SEIU USWW local representation and confirmed that United Maintenance Company has not agreed to honoring the SEIU Master Agreement and thus has not been provided with accurate or up-to-date wage and benefit information for the existing employees. The custodial team dedicated to the Hollywood Burbank Airport have been members of SEIU and protected by an active and fully executed Collective Bargaining Agreement for 20+ years. A service contractor providing labor on the BUR campus without having this information, puts the employees' wages, benefits and seniority in jeopardy. An award to a contractor creating a non-union workforce could create issue and tension with local union representation, as well as the current custodial staff by adversely affecting their wages, benefits and scheduled wage increases through the course of contract term.

With notice of the June 17<sup>th</sup>, 2019 recommendation to award the contract to United Maintenance, SEIU and the existing custodial team executed a petition to protect their rights. SEIU provided a copy of the petition to the Airport Authority during that meeting despite the delay of the recommendation in an effort to put the BGPAA on notice of the desire to retain the existing wage and benefits package detailed in the CBA.



**In correlation with this protest, DFS requests that Commission approval of the recommendation for contract award to United Maintenance Company scheduled for July 15, 2019 is delayed until resolution of this protest.**

Sincerely,



Melissa Zagorac  
Vice President, Business Development  
Diverse Facility Solutions

cc: Frank Miller, Executive Director BGPAA (fmiller@bur.org); John Hatanaka, Senior Deputy Executive Director BGPAA (jhatanaka@bur.org); Anthony DeFrenza, Director of Engineering & Maintenance BGPAA (adefrenza@bur.org); Mark Wright, President DFS (m.wright@dfscompany.com); Charles Cole, Vice President of Finance DFS (c.cole@dfscompany.com)





Tom H. Luetkemeyer  
312-704-3056  
tluetkemeyer@hinshawlaw.com

**ATTORNEYS AT LAW**

151 North Franklin Street  
Suite 2500  
Chicago, IL 60606

312-704-3000  
312-704-3001 (fax)  
[www.hinshawlaw.com](http://www.hinshawlaw.com)

July 10, 2019

Lanna Aguilera, C.P.  
Sr. Procurement Specialist  
Burbank-Glendale Pasadena Airport Authority  
2627 N. Hollywood Way  
Burbank, CA 91505

**Re: United Maintenance / SEIU West**

Dear Ms. Aguilera:

Hinshaw & Culbertson LLP represents United Maintenance. Our client asked us to reach out to SEIU West to begin the process of recognizing them and then bargaining a contract. I now have been asked to provide you with the details of those efforts.

Before I do so, allow me to express the gratitude of our client regarding the recommendation of an award of the contract to United Maintenance, and we trust you will be pleased with the service our client will provide. I also have been asked to pass along the commitment of United Maintenance to keep you and the Authority informed of important developments.

Turning to our efforts with respect to SEIU West, I personally made the initial contact and the initial offer to SEIU West to enter into a bargaining relationship while the bidding process was underway. We informed them that our client has entered into contracts with other SEIU Locals at other facilities, including other airports and airlines, with no issues and no labor disputes. In fact, we hope to enter into another collective bargaining agreement with SEIU Local 32BJ in Philadelphia by the end of this week. With Local 32BJ of SEIU, we likely will be able to go from recognition to signature on a collective bargaining agreement in just three to four weeks. In other airports, our client also has voluntarily recognized the incumbent union after hiring a majority of the predecessor's workforce and finished or are near finished with a contract.

It is in that spirit that I attempted to open a dialogue with SEIU-West expressing the same intent. If you would like, I would be able to provide email evidence of our attempts. Nevertheless, to begin the process, our client obtained the existing agreements with Diversified Facilities Solutions, Inc. ("DFS"). When those agreements eventually were provided on June 21, we saw for the first time that the MOA and the larger CBA were signed by DFS on April 3, 2019, which is three days after the bids were submitted by the interested parties. No other agreements were provided by SEIU, so it appears this collective bargaining relationship was not



Lanna Aguilera, C.P.  
July 10, 2019  
Page 2

memorialized until three months ago. If the larger CBA is reflective of the area-wide master agreement, SEIU-West has provided no confirmation to us of that fact.

As we indicated above, we expressed a willingness to hire mainly from the predecessor's staff and to bargain an agreement, which is exactly what the law contemplates. SEIU responded that they do not intend to deviate from the area-wide agreement, essentially telling us they will not bargain in good faith. Notwithstanding that position, United Maintenance commits to you that we will continue our efforts to bargain an agreement with SEIU-West.

Finally, we demanded that SEIU-West retract the defamatory and factually incorrect memorandum they submitted to you last month on June 17, just days after we reached out to the Union in the prior week and offered to recognize them based on hiring projections and bargain. The union's non-committal response did not come back to us until after the final bids on financial terms were submitted. For purposes of this communication, please note that the Union's June 17 memo is demonstratively wrong on multiple accounts and defamatory on just as many. United Maintenance can provide a specific and detailed fact to allegation document if you would prefer one. However, for purposes of this communication, we want you to know the communication was reckless, poorly, if at all, fact-checked and loaded with innuendo placing United Maintenance in a false light and wrong on substantive matters. In fact, the genesis of the article was a failed attempt of another SEIU Local to organize a unit of United Maintenance; a unit where employees rejected SEIU in a National Labor Relations Board-sponsored election. That explains the background of the dispute and the source of the defamatory information. If you require a detailed summary of the facts, we will provide one upon request.

We will keep you posted on developments.

Sincerely,

HINSHAW & CULBERTSON LLP



Tom H. Luetkenmeyer

THL:rd



**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
JULY 15, 2019**

**AIRLINE SCHEDULE ANALYSIS**

Airlines serving Hollywood Burbank Airport have notified Staff of changes in services, fleet mix, and scheduled operating times. This report reflects the changes in detail below and on the attached Schedule Change Analysis.

**DELTA**

As previously announced, effective, July 8, 2019, Delta increased its service out of Burbank with the introduction of two daily nonstop flights to Atlanta using its B737-700 aircraft for these operations.

**OVERALL IMPACT**

After incorporating all schedule adjustments, these changes to schedule results in an increase of 28 additional round-trip flights a week. The schedule changes also result in an increase of 3,836 weekly seats or a 2.17% greater from the prior schedule. This revised schedule has a combined total for all carriers of 180,878 available weekly seats.







## Hollywood Burbank Airport

REVENUE PASSENGERS	May			January - May		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	52,785	50,753	4.00%	220,766	244,296	-9.63%
American Airlines	33,736	14,452	133.43%	102,378	58,892	73.84%
Delta Airlines	13,693	10,528	30.06%	62,432	50,306	24.10%
JetBlue Airways	24,025	8,394	186.22%	104,323	38,496	171.00%
Southwest Airlines	348,408	332,805	4.69%	1,612,802	1,522,482	5.93%
United Airlines	26,642	34,411	-22.58%	113,012	141,413	-20.08%
<b>Total Revenue Passengers</b>	<b>499,289</b>	<b>451,343</b>	<b>10.62%</b>	<b>2,215,713</b>	<b>2,055,885</b>	<b>7.77%</b>
Inbound (deplaned)	250,931	226,969	10.56%	1,104,409	1,028,496	7.38%
Outbound (enplaned)	248,358	224,374	10.69%	1,111,304	1,027,389	8.17%

AIRCRAFT OPERATIONS *	May			January - May		
	2019	2018	% Change	2019	2018	% Change
Air Carrier	5,270	4,820	9.34%	24,700	22,967	7.55%
Air Taxi	1,947	1,725	12.87%	8,995	8,269	8.78%
General Aviation	2,794	2,766	1.01%	12,537	13,915	-9.90%
Military Itinerant	59	70	-15.71%	219	398	-44.97%
Civil Local	2,300	2,280	0.88%	12,269	10,778	13.83%
Military Local	0	0	N/A	0	0	N/A
<b>Total Aircraft Operations</b>	<b>12,370</b>	<b>11,661</b>	<b>6.08%</b>	<b>58,720</b>	<b>56,327</b>	<b>4.25%</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.

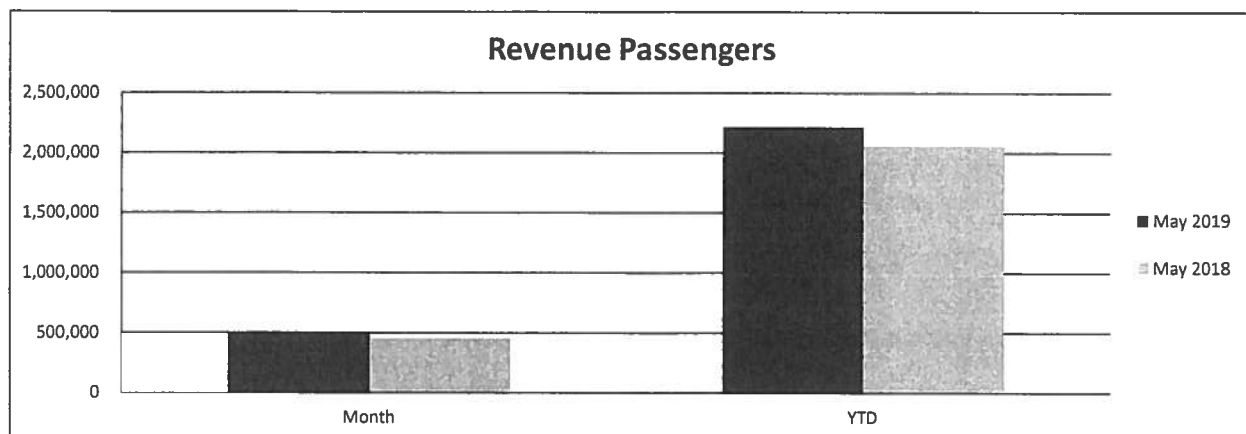


## Hollywood Burbank Airport

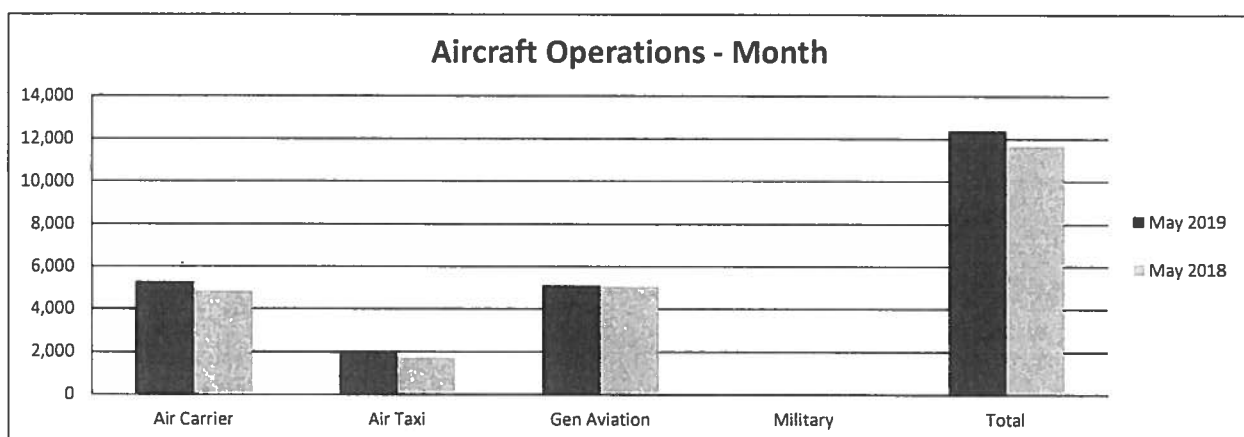
AIR CARGO (lbs.)	May			January - May		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	690	1,368	-49.56%	2,849	5,708	-50.09%
American Airlines	0	0	N/A	11	0	N/A
Delta Airlines						
JetBlue Airways						
Southwest Airlines	194,324	236,181	-17.72%	782,211	829,067	-5.65%
United Airlines	0	14,846	-100.00%	0	57,514	-100.00%
Other Scheduled Carriers						
Federal Express	4,869,896	5,235,236	-6.98%	22,746,160	23,739,133	-4.18%
United Parcel Service	4,333,771	4,262,640	1.67%	18,907,516	19,340,127	-2.24%
Charter/Contract Carriers						
AirNet Express	0	4,112	-100.00%	0	15,772	-100.00%
Ameriflight	250,487	278,691	-10.12%	1,046,658	1,249,134	-16.21%
<b>Total Air Cargo</b>	<b>9,649,168</b>	<b>10,033,074</b>	<b>-3.83%</b>	<b>43,485,405</b>	<b>45,236,455</b>	<b>-3.87%</b>
Inbound (deplaned)	4,780,666	4,771,623	0.19%	21,029,130	21,693,068	-3.06%
Outbound (enplaned)	4,868,502	5,261,451	-7.47%	22,456,275	23,543,387	-4.62%

MAIL (lbs.)	May			January - May		
	2019	2018	% Change	2019	2018	% Change
United Parcel Service	0	0	N/A	0	0	N/A
<b>Total Mail</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Inbound (deplaned)	0	0	N/A	0	0	N/A
Outbound (enplaned)	0	0	N/A	0	0	N/A

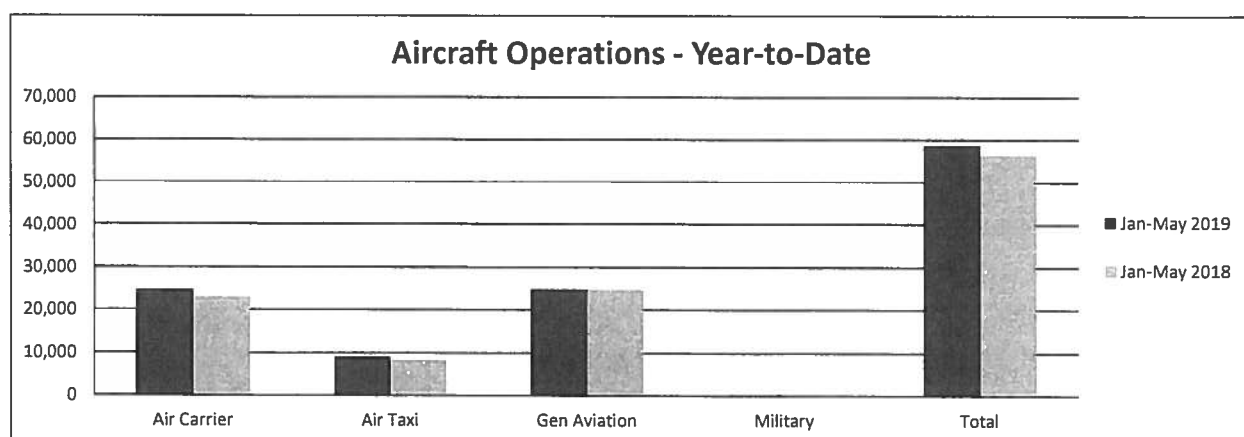




Revenue Passengers	Month	YTD
May 2019	499,289	2,215,713
May 2018	451,343	2,055,885
% Change	10.62%	7.77%



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
May 2019	5,270	1,947	5,094	59	12,370
May 2018	4,820	1,725	5,046	70	11,661
% Change	9.34%	12.87%	0.95%	-15.71%	6.08%



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-May 2019	24,700	8,995	24,806	219	58,720
Jan-May 2018	22,967	8,269	24,693	398	56,327
% Change	7.55%	8.78%	0.46%	-44.97%	4.25%