



September 19, 2019

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

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, September 23, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, September 23, 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, September 23, 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
(i) July 15, 2019 ***[See page 1]***
 - 2) Finance and Administration Committee
(i) July 15, 2019 ***[See page 6]***
 - 3) Legal, Government and Environmental Affairs Committee
(i) June 17, 2019 ***[See page 9]***
 - b. Commission Minutes
(For Approval)
 - 1) August 28, 2019 ***[See page 11]***
 - 2) August 19, 2019 ***[See page 13]***
 - c. Salary Memorandum No. 4 and Amendment No. 3 to
Amended and Restated Employment Agreement With
Director of Public Safety/Chief of Police ***[See page 22]***
6. ITEMS FOR COMMISSION APPROVAL
 - a. Replacement Passenger Terminal Project Consultant
Agreements for Financial Feasibility and Advisory Services,
Technical Support, Airline Coordination Services and
Outreach/Support Services ***[See page 28]***
 - b. Award of Professional Services Agreement
Airport Marketing Consultant Services -
Anyone Collective LLC ***[See page 31]***

- c. Renewal of SITA Airport Solution Line Service Agreement for the Common Use Passenger Processing System and Related Equipment ***[See page 35]***
 - d. Appointment of Committees ***[No Staff Report]***
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Community Noise Concerns ***[No Staff Report]***
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. Charrette Workshop Status Update ***[No Staff Report]***
 - b. July 2019 Parking Revenue Statistics ***[No Staff Report]***
 - c. July 2019 Transportation Network Companies ***[No Staff Report]***
 - d. July 2019 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 46]***
- 9. 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: United Maintenance Claim
 - 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
- 10. COMMISSIONER COMMENTS
(Other updates and information items, if any)
- 11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, September 23, 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 special Operations and Development Committee meeting of July 15, 2019 and approved minutes of the Finance and Administration Committee meeting of July 15, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 17, 2019 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the August 28, 2019, special meeting and August 19, 2019, regular meeting are attached for the Commission's review and approval.
- c. SALARY MEMORANDUM NO. 4 AND AMENDMENT NO. 3 TO AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE. A staff report is included in the agenda packet. This item seeks Commission authorization to execute a salary memorandum and approval of a third amendment to the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police. The salary memorandum will provide a 3% salary increase resulting in a base salary of \$191,752.37. The third amendment will extend the term of the Agreement by three years until April 1, 2023.

6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT PASSENGER TERMINAL PROJECT CONSULTANT AGREEMENTS FOR FINANCIAL FEASIBILITY AND ADVISORY SERVICES, TECHNICAL SUPPORT, AIRLINE COORDINATION SERVICES AND OUTREACH/SUPPORT SERVICES. A staff report is included in the agenda packet. To continue the advancement of the Replacement Passenger Terminal project, at the August 19, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a second year funding with four consultants, and an award of a new Professional Services Agreement to one consultant, currently providing financial, outreach, or technical support services related to the development of the RPT project: Ricondo & Associates, Public Resources Advisory Group, Moroney & Associates, Airport & Aviation Professionals Inc., and Woodward & Associates.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT AIRPORT MARKETING CONSULTANT SERVICES - ANYONE COLLECTIVE LLC. A staff report is included in the agenda packet. At the August 19, 2019 Operations and Development Committee ("Committee") meeting, the Committee unanimously voted (3-0) to

recommend to the Commission an award of a Professional Services Agreement to Anyone Collective, LLC, to provide airport marketing consulting services and media purchases in support of the Authority's Fiscal Year 2020 Branding, Marketing and Advertising program. The total proposed expenditure for the program is not-to-exceed an amount of \$870,000 to be completed within FY 2020.

- c. **RENEWAL OF SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT FOR THE COMMON USE PASSENGER PROCESSING SYSTEM AND RELATED EQUIPMENT.** 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 of a proposed renewal of the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Networking Computing USA Inc. ("SITA") for the Common Use Passenger Processing System installed at the Airport. The term of the proposed renewal is for a three-year base period with two optional one-year extensions. The monthly cost during the base period will be \$61,880 and will be \$64,153 and \$66,065, respectively, during the extension periods. The Authority's payments to SITA under the Service Agreement are reimbursed monthly by the Airlines serving the Airport and, if the proposed renewal is approved, will continue to be reimbursed.
- d. **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 or ad hoc committee appointments that he may wish to make.

7. 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.

8. ITEMS FOR COMMISSION INFORMATION

- a. **CHARRETTE WORKSHOP STATUS UPDATE.** No staff report is attached. Daniel Iacofano of MIG, Inc. will provide an update on the progress of the Public Design Charrette Workshops ("workshops"). MIG is the facilitator of these workshops, which are being conducted to gather information from the public to inform the design of the Replacement Passenger Terminal.
- b. **JULY 2019 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of July 2019.
- c. **JULY 2019 TRANSPORTATION NETWORK COMPANIES.** No staff report attached. Staff will update the Commission on TNC activity for the month of July 2019.
- d. **JULY 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS.** No staff report attached. The July 2019 passenger count of 541,942 was up 18.96% compared to last year's 455,580 passengers. Air carrier aircraft operations increased 27.69%, while cargo volume in July was up at 9.3 million pounds.

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

MONDAY, JULY 15, 2019

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:15 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

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

United Maintenance Company, Inc.: John Csehill,
VP Sales

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. June 17, 2019 Draft Minutes for June 17, 2019, Operations and
Development Committee meeting were presented
for approval.

Motion Commissioner Brown moved approval of the
minutes seconded by Commissioner Devine.

Motion Approved The minutes were unanimously approved (3-0).

4. Contract and Leases

a. Award of Contract-Taxiway A Rehabilitation Project Number E18-20

Staff presented to the Committee and requested for recommendation to the Commission that it award a construction contract for \$2,099,920 to Sully-Miller Contracting Company for the Taxiway Alpha ("Taxiway A") Rehabilitation Project and award a Professional Services Agreement for \$108,725 to RDM International, Inc. ("RDM") engineer of record for construction administration services, onsite technical services and material testing. Staff also recommended for approval, a project budget for construction management not to exceed \$75,000 and a project contingency for any unforeseen conditions that may arise during construction, for \$150,000.

Staff reported that Taxiway A serves as the primary commercial taxiway with access to Runway 15-33.

Earlier this year, the commission approved the engagement of RDM for the design of this rehabilitation project for approximately 374,000 square ft. of existing asphalt on the taxiway to be rehabilitated. The proposed rehabilitation is expected to provide a design life of at least 10 years.

Staff solicited competitive bids by posting on PlanetBids and advertising in the Dodge Construction News and several other local newspapers, internet platforms and in the Burbank, Glendale, and Pasadena City Halls for the rehabilitation of Taxiway A. Bids were initiated on May 8, 2019, and five general contractors submitted bids. The low bidder for the construction contract was Sully-Miller Contracting Co., with a bid in the amount of \$2,099,920 and DBE participation commitment of 25.27%, which is above the defined goal.

Project and construction management will be provided by Airport staff from the Engineering and Operations Departments. The proposed not-to-exceed budget for all services is \$75,00.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

b. Award of Contract-Janitorial Services

In February of this year, Staff publicly advertised a Request for Proposal ("RFP") for janitorial services that addressed all areas of the Airport covered under the

current Agreement and contemplated 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 reported that they received 9 responses to the RFP from interested contractors. 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, evaluated the seven responsive proposals under the selection criteria outlined in the RFP. The four highest-scoring firms were invited to an interview for further consideration. Based on the resulting scores of the proposal review and the interviews, Staff sought the Committee's recommendation for a contract award to DFS.

At the May 6, 2019, Committee 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 the four short-listed firms.

Staff advised that the extended procurement process would continue past the expiration date of the current Janitorial Services Agreement, and 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.

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 could 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 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 also instructed to provide written details on transition plans and schedule, their

proposed Site Manager, and the rationale behind their revised proposed staffing levels.

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 meeting. 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 reported that it had decided to omit the Janitorial Services Agreement contract award from the June 17th 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. 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, the highest-scoring firm, increased the number of hours per month from 4,378 to 4,971 and committed to using 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.

Following questions from the Committee directed to John Csehill, Vice President of Sales for United Maintenance, regarding the Displaced Janitor Opportunity Act (California Labor Code Section 1060 et. Seq., which specifies the requirements that must

be met when transitioning from one janitorial contract to another janitorial contractor) and questions regarding the current status with the SEIU, Staff recommended that the Committee recommend to the Commission award of the 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.

Motion

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

Motion Approved

The motion was approved (3-0).

5. Adjournment

There being no further business, the meeting adjourned at 8:39 a.m.

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

MONDAY, JULY 15, 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 12:22 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; Scott Kimball, Director, Contracts, Properties, Procurement and SMS; David Kwon, 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. June 17, 2019 Draft minutes for the June 17, 2019, Finance and Administration Committee meeting were presented for approval.

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

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

NOTE: Agenda Item 5.a. was taken out of order.

5. Contracts and Leases

a. Award of Aviation Hangar Lease – Hangar 38

Staff presented to the Committee for recommendation to the Commission for approval an Aviation Hangar Lease (“Lease”) between the Avalon Capital Group, Inc. (“Avalon”) and the Burbank-Glendale-Pasadena Airport Authority (“Authority”) for Hangar 38.

Avalon is a privately held investment company that is currently a tenant at Van Nuys Airport. Their current fleet consists of one Global Express XRS aircraft to be replaced with a new and larger Global 7500 aircraft next year. If approved, Avalon will relocate its base of operation of the aircraft to Hangar 38.

The proposed Lease is for a term of three years with one three-year extension and includes a Tenant Improvement Allowance of up to \$167,349 in the form of rent credit for Authority-approved tenant improvements to the facility. Avalon proposes to undertake tenant improvement construction during the first three months of the lease.

The proposed Lease includes rent of \$23,616 per month effective December 1, 2019, increasing to \$26,455 per month effective April 1, 2020, after tenant improvement construction.

MOTION

Commissioner Selvidge moved approval; seconded by Commissioner Adams.

MOTION APPROVED

The motion was voted unanimously (3–0) for approval.

4. Treasurer’s Reports

a. April 2019

A copy of the April 2019 Treasurer’s Report was included in the agenda packet for the Committee’s review.

b. May 2019

A copy of the May 2019 Treasurer’s Report was included in the agenda packet for the Committee’s review.

MOTION

Commissioner Adams moved approval; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, the Committee unanimously voted to recommend that the Treasurer's reports be forwarded to the Commission to note and file.

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 12:37 p.m.

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

MONDAY, JUNE 17, 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 10:51 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:

None

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; Tom Lenahan,
Fire Chief, Airport Fire Department

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

Project Scientist: Jake Sneider, Geosyntec
Consultants

1. Approval of Agenda

The agenda was approved as presented.

2. Public Comment

There were no public speakers.

3. Approval of Minutes

a. May 20, 2019

Commissioner Madison moved approval
of the minutes of the May 20, 2019 meeting.
There being no objection, the minutes were
approved (2-0).

4. Contracts and Leases

a. Amendment No. 1 to Professional Services Agreement Trifiletti Consulting, Inc.

Staff presented a report seeking a Committee recommendation to the Commission for approval of proposed Amendment No. 1 to the Professional Services Agreement ("Amendment") with Trifiletti Consulting Inc. to provide continued support services with environmental, entitlement, land use, sustainability and government advisory services in support of the proposed Replacement Passenger Terminal project. 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.

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.

Motion

Commissioner Madison moved approval of Staff's recommendation, seconded by Commissioner Wiggins.

Motion Approved

The motion was approved (2-0).

5. Items For information

a. PFAS; Proposed Work Plan – (Geosyntec)

Staff and the Authority's Consultant, Geosyntec, reviewed with the Committee the current California State Water Board Order regarding Polyfluoroalkyl Substances (PFAS) and a proposed Work Plan for sampling that has been prepared and submitted to the Water Board in accordance with their order.

6. Adjournment

There being no further business, the meeting was adjourned at 11:07 a.m.

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

MONDAY, AUGUST 28, 2019

A special 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 9:00 a.m., by President Adams. There was no teleconference participation.

1. ROLL CALL

Present: Commissioners Brown, Adams, Tornek, Devine, and Selvidge

Absent: Commissioners Gharpetian, Madison and Wiggins

Also Present: Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director, Engineering

2. PLEDGE OF ALLEGIANCE

President Adams led the assembly in the recitation of the Pledge of Allegiance to the Flag.

3. APPROVAL OF THE AGENDA

The agenda was approved as presented.

4. PUBLIC COMMENT

Commissioner Tornek suggested that since there was only one item on the agenda, public comment should be taken after the item was addressed and before any action was taken.

President Adams concurred.

**5. ITEM FOR COMMISSION
APPROVAL**

**a. Reconsideration of Award
of Janitorial Services
Contract and Associated
Office Lease**

Staff submitted to the Commission a Reconsideration of Award of Janitorial Services Contract and Associated Office Lease.

On July 15, 2019, the Commission conditionally awarded United Maintenance a janitorial contract. The award was contingent upon United Maintenance's execution of a Collective Bargaining Agreement ("CBA") with SEIU-United Service Workers West ("SEIU-USWW") which represents the janitorial workers at Hollywood Burbank Airport. Based on United

Maintenance's failure to execute a CBA with SEU-USWW, and United Maintenance's demand for an almost \$750,000 in compensation, staff recommended that the Commission (i) cancel the janitorial services contract conditionally awarded to United Maintenance and the associated office lease; and (ii) award a new janitorial services contract to Diverse Facility Solutions, Inc. for a three-year period, at a fixed price of \$4,644,948 excluding supplies and with two one-year extension options with a fixed annual cost of \$1,686,077 and \$1,732,654, respectively.

MOTION

Commissioner Tornek moved approval of the staff recommendation; seconded by Commissioner Selvidge.

MOTION APPROVED

There being no objection, the motion was approved (5-0).

AYES: Commissioners Adams, Brown, Tornek, Devine, and Selvidge

NOES: None

ABSENT: Commissioners Gharpetian, Madison and Wiggins.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:20 a.m.

Ray Adams, President

Vartan Gharpetian, Secretary

Date

Date

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

MONDAY, AUGUST 19, 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 9:00 a.m., by President Adams.

1. ROLL CALL

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

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive
Director; Mark Hardyment, Director, Noise and
Environmental Affairs; Scott Kimball, Director,
Business and Properties, Safety and
Procurement; Tom Lenahan, Chief, Airport Fire
Department; Tom Janowitz, Sr. Manager,
Ground Access

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

3. APPROVAL OF THE AGENDA Executive Director Frank Miller requested that
closed session be taken out of order. The
Commission concurred that the Commission
would go into closed session after Public
Comment.

4. PUBLIC COMMENT A non-agenda item was commented on by the
public.

9. CLOSED SESSION

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

1) Title: Chief of Police/Director of Public Safety

b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)

Authority Representatives: Frank R. Miller, Executive Director

Unrepresented Employee: Director of Public Safety/Chief of Police

- c. **THREAT TO PUBLIC SERVICES OR FACILITIES**
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
- d. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(California Government Code Section 54956.9(d)(1))
Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Boeing Digital Solutions, Inc. (Case No. USPTO Trademark Trial and Appeal Board Cancellation No. 92068763)
- e. **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 adjourned to
Open Session**

The Commission recessed to closed session at 9:10 a.m. for initial consideration of the agenda items.

Closed Session Report

The meeting reconvened to open session at 9:52 a.m. with all Commissioners present. No reportable action.

5. CONSENT CALENDAR

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

**1) Operations and
Development
Committee**

(i) June 17, 2019

Approved minutes of the Operations and Development Committee meeting for June 17, 2019; and approved minutes of the Finance and Administration Committee meeting for June 17, 2019 were included in the agenda packet for information purposes.

**2) Finance and
Administration
Committee**

(i) June 17, 2019

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

1) July 15, 2019

Minutes of the July 15, 2019, Commission meeting were included in the agenda packet for review and approval.

c. Treasurer's Reports

1) April 2019

2) May 2019

At the July 15, 2019, meeting of the Finance and Administration Committee ("Committee"), the Committee reviewed the April 2019 and May 2019 Treasurer's Reports and voted unanimously (3–0) to accept the Treasurer's Reports and recommend the Commission note and file them.

MOTION

Commissioner Tornek moved approval of the Consent Calendar; seconded by Commissioner Devine.

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. ITEMS FOR COMMISSION APPROVAL

a. Award of Aviation Hangar Lease – Hangar 38

At the July 15, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend the Commission approve this item. Staff presented to the Commission for approval an Award of Aviation Hangar Lease for Hangar 38 to Avalon Capital Group. Avalon is a privately held investment technology company with diverse assets which is currently a tenant at Van Nuys Airport where their Global XRS aircraft is stored. Effective April 1 they will be upgrading their aircraft to a Global 7500 which will need more space.

Key components of the lease are as follows:
Lease commences September 1 – November 20 with rent abatement during construction;
effective December 1, 2019 rent of \$23,616 per month; effective April 1 rent increases to approximately \$26,455 per month.

The proposed lease is for a term of 3 years, with a 3-year extension option, which will include a Tenant improvement allowance of approximately \$167,000. During the first 3 months of the lease, while Avalon undertakes the Tenant Improvements, the aircraft will remain at the Van Nuys Airport. Rent will become effective December 1, 2019, regardless of whether the improvements are completed or not.

MOTION

Commissioner Madison moved approval, seconded by Commissioner Devine.

MOTION APPROVED

There being no objection, the motion was approved (8–0). Commissioner Madison directed staff to revise Section 4.3.3 to clarify noise rules compliance obligation.

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

NOES: None

ABSENT: None

Commissioner Gharpetian requested that since there were members of the public present who wished to make public comment on Item 7.a., that Item should be taken out of order. The Commission concurred with this request.

7. ITEMS FOR COMMISSION DISCUSSION

a. Community Noise Concerns

Staff presented an update to the Commission on activities undertaken regarding community noise concerns. On July 30th the FAA hosted a meeting at its offices in El Segundo to provide an information briefing on the noise issue at Hollywood Burbank Airport and Van Nuys Airport. This meeting was held without the participation of the airports.

Staff also announced that there would be a Joint Task Force meeting presented by Hollywood Burbank Airport in conjunction with Los Angeles World Airports on Wednesday, August 28, 2019, at the Los Angeles Marriott Burbank Airport Hotel at 6:30 p.m. to discuss the noise issue. The task force will include representatives from

the offices of Diane Feinstein, Senator Kamala Harris, Congressman Sherman, Congressman Schiff, and Congressman Cardenas. Also representation from LA Councilman Krikorian, LA Councilman Rios, LA Councilman Korets and LA Councilman Martinez; as well as Mayor Gabel-Luddy from Burbank and Vice Mayor Sharon Springer, Mayor Ara Najarian from Glendale; and Commissioner and Mayor of Pasadena Terry Tornek will also serve on the Task Force. Although the FAA will attend the meeting, they will only be there as a technical advisor and will not participate in the discussion.

The meeting will be open to the public and information will be listed on the Hollywood Burbank Airport website. Afterwards the transcript of the meeting will also be placed on the website.

Members of the public were given the opportunity to voice their concerns to the Commission regarding the issue of noise as a result of the FAA's NextGen Transportation System.

6. ITEMS FOR COMMISSION APPROVAL

b. Month-to-Month Office Lease – United Maintenance Company, Inc.

On July 15, 2019, the Authority conditionally awarded a Janitorial Services Agreement to United Maintenance Company, Inc. for a three-year period effective September 1, 2019. Staff presented to the Commission for approval a month-to-month office space lease with United Maintenance to utilize the office space as a break room area for its employees, as well as support space for its on-site manager.

The lease is for the same office space leased to the previous provider of janitorial services whose lease expires on August 31, 2019.

Components of the lease are as follows: Rent is \$500.25 per month or \$6,003 annually; 261 sq. ft. located in Bldg. 9; commences for September 1, 2019 on a month-to-month basis. Tenant will pay all expenses including maintenance, utilities and taxes.

The Commission reiterated that the janitorial services contract award is contingent upon United Maintenance executing a Collective Bargaining Agreement with SEIU-USWW.

MOTION

Commissioner Wiggins moved approval; seconded by Commissioner Gharpetian.

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

At this time members of the public were given the opportunity to voice their concerns regarding Item 6.b.

c. Change Order – Superior Life Support Inc. for Medical Director Oversight Services

At the Operations and Development Committee (“Committee”) meeting held immediately prior to the Commission meeting, the Committee voted unanimously (3–0) to recommend the Commission approve a Change Order in the amount of \$10,000 with Superior Life Support Inc. (“SLS”) for medical director oversight services required to implement the Airport Fire Department’s initiation of a Narcan and EpiPen program.

The cost to add a licensed physician to provide medical director oversight for these programs is \$10,000. The SLS currently provides services to the AFD for the Authority’s Automated External Defibrillator and “Stop the Bleed” programs at a cost of \$16,866. With the addition of the Narcan and EpiPen oversight the cost increases to \$26,866.

The AFD currently has Narcan and EpiPen on location but approval of the Commission is needed to have the medical direction oversight which is mandated by the Department of Health Services.

MOTION

Commissioner Madison moved approval of the staff recommendation; seconded by Commissioner Tornek.

MOTION APPROVED

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

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

NOES: None

ABSENT: None

d. Waste Hauling and Recycling Services Contract Award

At the Operations and Development Committee ("Committee") meeting held immediately prior to the Commission meeting, the Committee voted unanimously (3–0) to recommend the Commission approve an award of contract for Waste Hauling and Recycling Services to American Reclamation Inc. for a three-year term with two one-year options in the monthly amount of \$10,573 for waste hauling services.

This item was resubmitted to the Commission due to information received that required Staff to reject previous proposals and reissue the Request for Proposals ("RFP") for these services.

Minor modifications were made to the RFP which emphasized that the service provider would be responsible to inform the Authority of their compliance with all regulations.

Of the four firms which provided proposals, two were deemed the most compatible and responsive. American Reclamation was recommended to receive the contract after the bids were evaluated.

MOTION

Commissioner Tornek moved approval of the staff recommendation; seconded by Commissioner Devine.

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

8. ITEM FOR COMMISSION INFORMATION

a. Art in Public Places Program and Alternative at Regional Intermodal Transportation Center ("RITC")

Staff presented an update to the Commission on the Art in Public Places Program and Alternative at the Regional Intermodal Transportation Center.

Staff presented two alternatives to satisfy the requirement of the City of Burbank's Art in Public Places Program. Hollywood Burbank Airport has a budget of \$377,198 which must be utilized to purchase art to be displayed at the Airport.

After the presentation, the Commission requested Staff to revisit this item and return with additional recommendations in line with previous discussions.

b. June 2019 Parking Revenue Statistics

Staff presented an update on the June 2019 parking revenue.

c. June 2019 Transportation Network Companies

Staff presented an update on the June 2019 Transportation Network Companies activities.

d. Airline Schedule Analysis and June 2019 Passenger/ Cargo and Regional Airport Passenger Statistics

Staff updated the Commission on the notice of changes in service, fleet mix and scheduled operating times for the airlines serving Hollywood Burbank Airport.

The Commission requested a further breakdown of information regarding the airlines' total operations.

Staff also updated the Commission on the June 2019 Passenger and Regional Airport Passenger Statistics.

9. CLOSED SESSION

The Commission recessed to closed session at 11:37 a.m. for continued consideration of the agenda items.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
1) Title: Chief of Police/Director of Public Safety
- b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller, Executive Director
Unrepresented Employee: Director of Public Safety/Chief of Police
- c. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
- d. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Boeing Digital Solutions, Inc. (Case No. USPTO Trademark Trial and Appeal Board Cancellation No. 92068763)
- e. 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 11:51 p.m. All Commissioners except Commissioner Devine were present.

Closed Session Report

No reportable action taken.

10. COMMISSIONER COMMENTS

There were no comments.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:51 p.m.

Ray Adams, President

Vartan Gharpetian, Secretary

Date

Date

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 23, 2019**

**SALARY MEMORANDUM NO. 4 AND
AMENDMENT NO. 3 TO AMENDED AND RESTATED EMPLOYMENT AGREEMENT
WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE**

SUMMARY

This item seeks Commission authorization to execute a salary memorandum and approval of a third amendment to the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police. The salary memorandum will provide a 3% salary increase resulting in a base salary of \$191,752.37. The third amendment will extend the term of the Agreement by three years until April 1, 2023.

BACKGROUND

In April 2012, the Authority executed an amended and restated employment agreement with Edward B. Skvarna to provide for his continued employment as Director of Public Safety/Chief of Police. The Commission previously has approved two amendments to the agreement. On March 17, 2014, following the conclusion of labor negotiations with the police union, the agreement was amended to: (i) increase Chief Skvarna's annual base salary; and (ii) provide for monthly POST Certificate and range training payments to Chief Skvarna consistent with the monthly POST Certificate and range training payments to the Authority's Police Officers and Sergeants. On March 20, 2017, the agreement was amended to: (i) extend the term by three years (until April 1, 2020); (ii) increase Chief Skvarna's annual base salary; (iii) increase Chief Skvarna's POST Certificate payment; and (iv) reduce the amount of Comprehensive Annual Leave that Chief Skvarna may accrue.

Additionally, in accordance with Section 4(A) of the agreement, the Commission previously has approved three salary memoranda. On May 4, 2015, the first salary memorandum granted a one-time 3% merit bonus. On March 7, 2016, the second salary memorandum granted a 3% salary increase. Finally, on June 18, 2018, the third salary memorandum granted a 3% salary increase.

RECOMMENDATION

It is recommended that the Commission approve the attached Salary Memorandum No. 4 and the attached Amendment No. 3 to the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police.

Attachment: Salary Memorandum No. 4 to Amended and Restated Employment Agreement; Amendment No 3 to Amended and Restated Employment Agreement Salary Memorandum

**SALARY MEMORANDUM NO. 4 FOR
AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY AND
EDWARD B. SKVARNA**

THIS SALARY MEMORANDUM NO. 4 ("Fourth Salary Memorandum") for the April 1, 2012 Amended and Restated Employment Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Employer"), and Edward B. Skvarna, an individual ("Employee"), is dated September 23, 2019 for reference purposes.

RECITALS

- A. Employer and Employee executed the Agreement to provide for Employer's continued employment of Employee as its Director of Public Safety/Chief of Police.
- B. The parties have executed the following two amendments to the Agreement (collectively, the "Amendments"):
 - 1. A March 17, 2014 Amendment No. 1 to: (i) increase Employee's annual base salary; and (ii) provide for monthly POST Certificate and range training payments to Employee consistent with the monthly POST Certificate and range training payments to Employer's Police Officers and Sergeants pursuant to the January 21, 2014 Memorandum of Understanding executed by Employer and the Burbank Airport Police Officers Association, Local 576.
 - 2. A March 20, 2017 Amendment No. 2 to: (i) extend the term by three years (until April 1, 2020); (ii) increase Employee's annual base salary; (iii) increase Employee's POST Certificate payment; and (iv) reduce the amount of Comprehensive Annual Leave that Employee may accrue.
- C. Section 4(A) of the Agreement provides that the Executive Director of the Authority may, upon approval of the Authority Commission, increase Employee's annual salary by memorandum, personnel action form, or similar written documentation without the need to amend the Agreement.
- D. The parties have executed the following three salary memoranda to memorialize increases of Employee's annual salary:
 - 1. A May 4, 2015 Salary Memorandum No. 1 granting a one-time 3% merit bonus.
 - 2. A March 7, 2016 Salary Memorandum No. 2 granting a 3% salary increase.
 - 3. A June 18, 2018 Salary Memorandum No. 3 granting a 3% salary increase.
- E. On September 23, 2019 the Authority Commission authorized a 3% increase of Employee's annual base salary retroactive to April 1, 2019.

NOW, THEREFORE, the Executive Director of the Authority resolves as follows:

1. Base Salary. Retroactive to April 1, 2019, Employer shall pay Employee an annual salary of \$191,752.37 (One Hundred Ninety-One Thousand Seven Hundred Fifty-Two Dollars and Thirty-Seven Cents) subject to legally permissible or required withholding, prorated and paid on Employer's normal paydays.
2. Preservation of the Agreement. All provisions of the Agreement (as amended by the Amendments) remain unaltered and in full force and effect.

EXECUTED:

Frank R. Miller
Executive Director
Burbank-Glendale-Pasadena Airport Authority

ACKNOWLEDGED:

Edward B. Skvarna
Director of Public Safety/Chief of Police
Burbank-Glendale-Pasadena Airport Authority

**AMENDMENT NO. 3 TO
AMENDED AND RESTATED EMPLOYMENT AGREEMENT
BETWEEN BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
AND EDWARD B. SKVARNA**

THIS AMENDMENT NO. 3 ("Third Amendment") to the April 1, 2012 Amended and Restated Employment Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency ("Employer"), and Edward B. Skvarna, an individual ("Employee"), is dated September 23, 2019 for reference purposes.

RECITALS

- A. The parties executed the Agreement to amend and restate their September 1, 2005 Employment Agreement, and to otherwise continue Employer's employment of Employee in the role of Director of Public Safety/Chief of Police.
- B. The parties have executed the following amendments to the Agreement (collectively, the "Prior Amendments"):
 - 1. A March 17, 2014 Amendment No. 1 to: (i) increase Employee's annual base salary; and (ii) provide for monthly POST Certificate and range training payments to Employee consistent with the monthly POST Certificate and range training payments to Employer's Police Officers and Sergeants pursuant to the January 21, 2014 Memorandum of Understanding executed by Employer and the Burbank Airport Police Officers Association, Local 576.
 - 2. A March 20, 2017 Amendment No. 2 to the Agreement to: (i) extend the term by three years (until April 1, 2020); (ii) increase Employee's annual base salary; (iii) increase Employee's POST Certificate payment; and (iv) reduce the amount of Comprehensive Annual Leave that Employee may accrue.
- C. The parties have provided for increases to Employee's annual base salary by executing the following memoranda (collectively, the "Salara Memoranda") as supplements to the Agreement: a May 4, 2015 Salary Memorandum No. 1; a March 7, 2016 Salary Memorandum No. 2; a June 18, 2018 Salary Memorandum No. 3; and a September 23, 2019 Salary Memorandum No. 4.
- D. The parties desire to amend the Agreement to extend the term by three years (until April 1, 2023).

NOW, THEREFORE, the parties agree as follows:

- 1. Amendment of Section 1. Section 1 ("Term") of the Agreement is amended to read as follows:

"Effective from April 1, 2012, Employer agrees to employ Employee as its Director of Public Safety/Chief of Police and Employee agrees to continue in employment with Employer, subject to the terms and conditions of this Agreement. Unless earlier terminated

as set forth herein, this Agreement shall expire on April 1, 2023. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign from his employment with Employer, subject only to Employee providing thirty (30) calendar days prior written notice to Employer.”

2. Effective Date. This Third Amendment shall be effective upon execution.
3. Preservation of the Agreement. Except as expressly modified or supplemented by this Third Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments and supplemented by the Salary Memoranda) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Third Amendment and the provisions of the Agreement (as amended by the Prior Amendments and supplemented by the Salary Memoranda), the provisions of this Third Amendment shall control.
4. Counterparts. This Third 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.

[SIGNATURES ON FOLLOWING PAGE]

TO EFFECTUATE THIS THIRD AMENDMENT, each party has personally executed, or has caused its duly authorized representatives to execute, this Third Amendment by signing below.

EMPLOYEE

Edward B. Skvarna

EMPLOYER

Burbank-Glendale-Pasadena Airport Authority

Ray Adams, President

ATTEST:

Vartan Gharpetian, Secretary

APPROVED AS TO FORM:

Richards, Watson & Gershon
A Professional Corporation

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 23, 2019**

**REPLACEMENT PASSENGER TERMINAL PROJECT CONSULTANT AGREEMENTS
FOR FINANCIAL FEASIBILITY AND ADVISORY SERVICES, TECHNICAL SUPPORT,
AIRLINE COORDINATION SERVICES AND OUTREACH / SUPPORT SERVICES**

SUMMARY

To continue the advancement of the Replacement Passenger Terminal ("RPT") project, at the August 19, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve a second year funding with four consultants, and an award of a new Professional Services Agreement ("Agreement") to one consultant, currently providing financial, outreach, or technical support services related to the development of the RPT project:

- 1.) Financial Feasibility and Advisory Services (Second Year Funding)
 - a. Ricondo & Associates ("Ricondo")
 - b. Public Resources Advisory Group ("PRAG")
 - c. Moroney & Associates ("Moroney")
- 2.) Technical Support and Airline Coordination Services (Second Year Funding)
 - a. Airport & Aviation Professionals Inc. ("AvAirPros")
- 3.) Outreach and Support Services (New Agreement)
 - a. Woodward & Associates ("Woodward")

BACKGROUND

Since the passage of Measure B in November 2016, the Authority has been undertaking numerous steps toward the development of the RPT project. Milestones to date include: an approved revised Airport Layout Plan; an approved Human Health Risk Assessment for the Adjacent Property; completed concept validation and cost estimate study; initiation of the public charrettes which are scheduled to be completed by December 2019; selection of the Progressive Design Build project delivery method; and initiation of the loan application process for U.S. Department of Transportation ("USDOT") credit programs through the Build America Bureau. Additionally, upon completion of the design charrette process, a report by the charrette facilitator will be provided to the Environmental Impact Statement ("EIS") consultant to review and incorporate, as appropriate, into the draft EIS which is expected to be completed by the Federal Aviation Administration ("FAA") in Spring 2020.

For FY 2020, the major emphasis will be: completing the plan of finance; obtaining FAA approval of the Passenger Facility Charge application in support of the RPT project; performing additional cost analysis and life cycle cost estimates; completing the feasibility reports and credit rating presentations required for the USDOT loan application submittals;

and refinement of the financial modeling to support the future replacement Airport Use Agreement negotiations.

Additionally, continued technical support and coordination with the airlines will be critical as the project begins to formulate around the results of the EIS and discussions for a replacement Airport Use Agreement commence. Staff also is seeking to continue the outreach services with FAA leadership utilizing Woodward's services, with emphasis on consideration of Airport Improvement Program funding and the overall federal financial support.

PROPOSED AGREEMENTS

To continue the advancement of the RPT project, Staff recommends that the Commission authorize the proposed budget for Year Two of the existing contracts with the following consultants currently providing financial, outreach, or technical support services for the project:

1.) Financial Feasibility and Advisory Services

a. Ricondo

- i. Year Two of a two-year term with one-year option
- ii. Year One Budget - \$75,000
- iii. Proposed Year Two Budget - \$295,000
- iv. Termination: either party; fifteen (15) days prior notice

b. PRAG

- i. Year Two of a two-year term with one-year option
- ii. Year One Budget - \$100,000
- iii. Proposed Year Two Budget - \$100,000
- iv. Termination: either party; fifteen (15) days prior notice

c. Moroney

- i. Year Two of a two-year term with one-year option
- ii. Year One Budget - \$75,000
- iii. Proposed Year Two Budget - \$75,000
- iv. Termination: either party; fifteen (15) days prior notice

2.) Technical Support and Airline Coordination Services

a. AvAirPros

- i. Year Two of a two-year term with one-year option
- ii. Year One Budget - \$100,000
- iii. Proposed Year Two Budget - \$100,000
- iv. Termination: either party; fifteen (15) days prior notice

The scope of services for Moroney and AvAirPros remain the same as in FY 2019. The revised scope of work for FY 2020 to meet the requirements for the U.S. DOT loan

application and any potential future bond sale for both Ricondo and PRAG are attached.

Staff further recommends an award of a new Agreement, copy attached, for the following to continue providing outreach services with FAA as described above:

3.) Outreach and Support Services – Federal Aviation Administration

a. Woodward

- i. Two-year term effective July 1, 2019
- ii. Budget: Year One: \$3,000 per month
- iii. Termination: either party; fifteen (15) day prior notice

Woodward has been providing liaison assistance to Staff with the local, regional and headquarter offices of the FAA. Previous services were provided under a minor professional services agreement. Staff still needs Woodward's assistance with various levels of the FAA leadership and has negotiated a new Agreement at the rate of \$3,000 per month, which is the same rate level for previous services. The cumulative total of the previous agreement with the proposed new Agreement will exceed \$75,000 and is therefore brought to the Committee for consideration.

These consultants have been working with Staff over the past two years on various aspects of the RPT project and have been instrumental in helping to achieve numerous minor and major milestones. The continuation of the services provided by these consultants will assist Staff with achieving the next steps in the financing of the RPT project.

FUNDING

Appropriations for these services were included in the adopted FY 2020 budget with the funding for these services coming from the Facility Improvement Program, Replacement Passenger Terminal Project line item.

RECOMMENDATION

To continue the advancement of the Replacement Passenger Terminal project, at the August 19, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve the second year funding for Ricondo, PRAG, Moroney, and, AvAirPros, and approval of a new Agreement with Woodward as described above.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 23, 2019**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
AIRPORT MARKETING CONSULTANT SERVICES
ANYONE COLLECTIVE LLC**

SUMMARY

At the August 19, 2019 Operations and Development Committee ("Committee") meeting, the Committee voted (3-0) to recommend to the Commission an award of a Professional Services Agreement ("Agreement") to Anyone Collective, LLC, ("Anyone Collective") to provide airport marketing consulting services and media purchases in support of the Authority's fiscal Year 2020 ("FY 2020") Branding, Marketing and Advertising program. The total proposed expenditure for the program, as detailed below, is not-to-exceed an amount of \$870,000 to be completed within FY 2020.

BACKGROUND

Since its initial engagement in 2015, Anyone Collective has worked closely with Authority Staff to implement the Authority's long-term branding and marketing strategy to gain market name recognition and strengthen passenger utilization of the Hollywood Burbank Airport.

In Fiscal Year 2019 ("FY 2019"), marketing strategies were implemented that targeted passengers into utilizing the existing air service to and from the Airport which included a strategic general communications plan based on the analytics generated from previous marketing and advertising efforts. This included purchasing advertising in print and digital outlets and continued ongoing research and analysis of potential market interest.

Anyone Collective's services were also utilized in Authority staff's outreach efforts to airlines' network planning and marketing departments, directly targeting the airlines already serving the Airport. Upon learning of Anyone Collective's expertise and role in the Authority's branding and marketing programs, the airlines specifically requested Anyone Collective's presence at airline headquarter meetings with Authority staff.

Additionally, in FY 2019, Anyone Collective was tasked and completed the remake of the Hollywood Burbank Airport website. The new website, which has the largest outreach of all the Authority's marketing outlets, focuses on the key benefits of the Airport and provides up to date information pertinent to current and prospective passengers.

The success of these efforts was previously reported to the Commission, in particular the Authority's and Anyone Collective's receipt of global recognition from Airports Council International - North America with multiple awards for Brand Identity, Digital Advertising, Print Communications, and Overall Marketing Program. The Airport also received the prestigious Peggy G. Hereford award, given to the airport with the most first place wins and honorable mentions in a single year.

To that end, name and brand recognition was further enhanced with Fodor's Travel on June 12, 2019, naming Hollywood Burbank Airport the "Best Airport in the United States."

PROPOSAL DETAILS

Efforts for FY 2020 will focus on the momentum generated in FY 2019, with a major emphasis on promoting the success of existing and recently added air services while raising more awareness about the Airport's features and amenities that add value to the overall customer experience.

A hyper-targeted messaging plan will be developed and applied in print, digital, and social media spaces. A primary vehicle for this outreach will be the new website. For this effort, Anyone Collective will be given total access and, based on Authority staff input and guidance, will provide both the creative and technical functions of this messaging plan. A feature Anyone Collective installed in the new website is the ability for the Authority to measure visitor traffic that funnels to the website via various ads in the marketing plan. This portion of the program is proposed to be funded at the same level as last fiscal year.

A component of the proposed FY 2020 program is funding to support a specific marketing campaign that will most effectively leverage Fodor's Travel "Best U.S. Airport" designation. It is envisioned that this campaign will include marketing in print, digital, and social media outlets to maximize the highlights of the award throughout the fiscal year.

A part of the weighted focus will be on retaining existing air services the air carriers are providing to the Airport. For FY 2020, a task order based joint advertising program with each of the Authority's individual air carrier partners on a first come, first serve basis is proposed. Together, Authority staff and Anyone Collective, will provide the airlines with an opportunity to collaborate on advertising and marketing efforts that will incorporate both the specific airline brand and the Hollywood Burbank Airport brand. For this portion of the program, a joint marketing proposal would be presented to and authorized by the Executive Director up to the limits of the program.

Highlights of the proposed program along with the following deliverables are as follows:

- Creative services execution
- Administrative services
- Air service retention and development support
- Collaboration on marketing strategies with Authority staff and air carriers
- Website management
- New digital content production (e.g. podcast)
- Social media strategies and campaign execution

-2-

- Advertising campaigns
- Video development and post production
- Media buy negotiation and planning
- Planning and negotiation with outside associations for potential advertising collaborations
- Presentation development
- Copywriting
- Art direction
- Graphic design

In summary, the FY 2020 proposed program for Airport Marketing is comprised of five complementary tasks: i) strategic development employing the analytics from FY 2019, ii) specific marketing and advertising services which include creative art design, content creation, website updates and pushes, messaging and social media distribution and custom content development, iii) promotion of Fodor's award as Best U.S. Airport, iv) advertising media buys for all venues, and v) implementation of an airline requested specific joint marketing effort. The chart below breaks down the not-to-exceed limit for each of the proposed activities in FY 2020.

FY 2020 Proposal	
Strategic Development	\$ 50,000
Marketing and Advertising Services	300,000
Media – Digital	70,000
Media – Print	70,000
Media - Social Media	100,000
Fodor's Best U.S. Airport Campaign	90,000
Task Orders (B2B Airline Mktg)	<u>190,000</u>
<i>Total</i>	<u>\$870,000</u>

For reference, the chart below compares the FY 2019 program expenditures to the FY 2020 proposed plan for Anyone Collective.

Service/Deliverable	FY 2019	FY 2020	Change
Strategic Development	\$ 50,000	\$ 50,000	--
Marketing & Advertising Services	\$ 240,000	\$ 300,000	+ \$ 60,000
Media – Digital	\$ 60,000	\$ 70,000	+ \$ 10,000
Media - Print	\$ 60,000	\$ 70,000	+ \$ 10,000
Media – Social Media	\$ 60,000	\$ 100,000	+ \$ 40,000
Media – Air Service Development	\$ 100,000	--	- \$ 100,000
Fodor's Best US Airport Campaign	--	\$ 90,000	+ \$ 90,000
Task Orders (B2B Airline Marketing)	--	\$ 190,000	+ \$ 190,000
Total	\$ 570,000	\$ 870,000	+ \$ 300,000

The increase from last year is primarily driven by the Fodor's Best U.S. Airport Campaign and the task order B2B Airline Marketing program. A copy of the proposed Agreement and scope of work is attached.

BUDGET IMPACT

Appropriations for the proposed plan are included in the adopted FY 2020 budget.

RECOMMENDATION

Staff recommends that the Commission award an Agreement to Anyone Collective for the services described above in support of the Authority's FY 2020 Airport Marketing and Advertising program in an amount not to exceed \$870,000 and that the President be authorized to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
SEPTEMBER 23, 2019**

**RENEWAL OF SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT
FOR THE COMMON USE PASSENGER PROCESSING SYSTEM
AND RELATED EQUIPMENT**

SUMMARY

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a proposed renewal of the Airport Solution Line Service Agreement ("Service Agreement"), copy attached, with SITA Information Networking Computing USA Inc. ("SITA") for the Common Use Passenger Processing System ("CUPPS") installed at the Airport. The term of the proposed renewal is for a three-year base period with two optional one-year extensions. The monthly cost during the base period will be \$61,880 and will be \$64,153 and \$66,065, respectively, during the extension periods. The Authority's payments to SITA under the Service Agreement are reimbursed monthly by the Airlines serving the Airport and, if the proposed renewal is approved, will continue to be reimbursed.

BACKGROUND

SITA, a provider of International Air Transport Association ("IATA") certified common use systems at airports, was awarded a contract in January 2012 in the amount of \$9,000,000 to install the CUPPS at the Airport. Installation of the system in the passenger terminal was completed and certified for use on March 31, 2014. The system installed at the Airport is comprised of (i) common use passenger check-in system at all gates and ticket counter check-in positions; (ii) flight and baggage information displays throughout the terminal and baggage claim areas; (iii) an audio and visual paging system in the terminal; (iv) ticket counter common use bag scales; and (v) a restricted common use phone system for airline use only.

In September 2015, the Commission approved a four-year Service Agreement with SITA at a monthly cost of \$54,389 which has been fully paid for by the Airlines using the system. Since the implementation of CUPPS and the associated Service Agreement four years ago, the Airlines have been satisfied with the performance and reliability of the CUPPS as well as the service coverage provided under the Service Agreement. As the Airlines have further stated their support for a continuation of the current service levels for the system, Staff negotiated the proposed three-year renewal of the Service Agreement with SITA.

Included in the renewal is a potential cost reduction based on (i) installation and certification of the additional kiosks approved this past June; and (ii) removal of certain ticket counter kiosk equipment no longer needed to support the new passenger processes being implemented by the Airlines. SITA has acknowledged that, upon removal of this equipment, the monthly cost of the Service Agreement will be reduced to reflect the reduced service scope. Until then, the Airlines have agreed to the monthly cost of \$61,880 and will reimburse the Authority through an existing airline pro-rata monthly reimbursement charge.

IMPACT ON BUDGET

The proposed transaction will have no impact on the Authority's FY 2020 budget as the cost of the proposed extension is borne and reimbursed by the Airlines.

RECOMMENDATION

Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve the proposed Service Agreement renewal with SITA and authorize the Executive Director to execute same.

-2-

STAFF REPORTS\COMMISSION\9-23-19
RENEWAL OF SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT
FOR THE COMMON USE PASSENGER PROCESSING SYSTEM
AND RELATED EQUIPMENT



Hollywood Burbank Airport

Burbank, California USA



SITA Maintenance & Support Renewal (2 of 3)

July 16th, 2019

SITA
Create success. Together



Company Name and Contact Information

Company Details

Company Details: SITA
Website: www.sita.aero

Contact Details

Contact: Anthony Tien
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1. Overview

Hollywood Burbank Airport has requested a Cost Proposal for the renewal and equipment refresh of SITA's AirportConnect Open (CUPPS), AirportConnect Kiosks (CUSS, AirportVision (FIDs), AirportVoice (Paging), CISCO LAN, and CISCO VoIP.

The current 5-year contract will expire at the end of September 2019.

SITA is submitting:

- Cost Proposal (1 of 3) which includes the partial equipment refresh
- This Cost Proposal (2 of 3) which discusses a new 3-year contract with (2) 1-year options for the Maintenance & Support Renewal and;
- Cost Proposal (3 of 3) discusses add-on's that can be purchased via change order

2. Scope of Services

Scope of services are included in a separate Cost Proposal (quote 1 of 3).

3. Support

SITA will extend the current maintenance & support in place at BUR.

Level 1: SITA Service Desk/ BUR On-Site Staff

Level 2/3: Remote

Support hours of operation: 05:00-22:00 Monday through Sunday

On-call hours: 22:01-04:59 Monday through Sunday

4. Pricing

4.1 Pricing Model

SITA is proposing our standard pricing model for Maintenance/Support Services for a 36-month contract term. All charges are in US dollars, and taxes are excluded from the price below, but will be added accordingly to the invoice.

Description	Extended Price
Monthly pricing including (for 36 months):	
Maintenance/Support/Warranty	\$53,250
Software licensing	\$8,031
Circuit Costs	\$599
Total Monthly Pricing:	\$61,880
Total Contract Value:	\$2,227,680

Optional Pricing	Price
Maintenance & Support extension for a 4 th or a 4 th /5 th year	
4 th year monthly	\$64,153
5 th year monthly	\$66,065

5. Project Assumptions

General	Customer will be responsible for the disposal of the equipment.
General	Only refreshing equipment for WIN10 capabilities, end of life issues, software issues, high failure rates, etc.
General	Training is not included as we are only replacing equipment that has already been on-site.
General	Tax not included.
General	Customer to provide storage space for equipment during the project.
General	Shipping cost included.
General	Customer responsible for consumables.
Operations	Assumes there is "clean power" available for all equipment at no charge to SITA.
Operations	The core rooms have adequate space, power, and cooling with associated maintenance contracts for the contract period.
Operations	SITA is not responsible for airline WAN connections.
Operations	SITA provides all connectivity for services provided with sufficient bandwidth.
Delivery	Beacon Telecom assumed to be implementing VX tracker. They will be subcontracted to SITA, under SITA responsibility.

STANDARD ASSUMPTIONS

These are SITA's standard assumptions; additional project-specific assumptions may be listed within the pricing quotation above. These assumptions are the parameters used for our pricing. Should these parameters change, SITA will be pleased to provide the corresponding pricing adjustments.

General Commercial Terms

- SITA's proposal is based on SITA's current understanding of the requirements as they are currently provided under the existing contract. SITA will seek to carry out a full scope and definition of the requirements and this, together with the normal due diligence activities, would enable SITA to provide a firm price contract. While the proposed solution has been priced accurately and the pricing information detailed is valid, the pricing given should be used for "indicative or budgetary purposes only" until such time as the detailed scope of work and associated pricing has been finalized.
- All prices are in U.S. dollars, and all payments will be made to SITA's nominated bank in the United States or customer will make all payments through the IATA Clearing House (if applicable) in accordance with the IATA rules and procedures in effect from time to time. All invoices and payments will be in U.S. dollars.
- The prices do not include taxes. "Taxes" mean all taxes such as sales taxes, value added taxes, income tax, levies, imposts, charges and duties (including export, import, stamp and transactional duties), whether payable by withholding or otherwise, together with any interest, penalties, fines and expenses in connection with them, except if imposed on the net profit of a party. In respect of withholding tax Customer agrees to pay such additional amounts as may be necessary, such that SITA receives the amount that it would have received had no withholding tax been imposed.
- Unless otherwise stated in the proposal, pricing is valid for a period of 180 days from the proposal submission date. SITA reserves the right to modify the prices or withdraw the proposal after the 180-day period.
- Prices are based on the scope as defined in this proposal. Any change to the scope is subject to SITA's change control procedures.
- Pricing is based on a 36-month term with (2) one-year options.
- All charges are subject to an

increase, once each calendar year, to account for any increase in the pertinent Consumer Price Index (CPI), if applicable.

- All documentation provided by SITA will be in the English language.

Implementation

- Please refer to the product assumptions noted above.

Work Schedule

- SITA is not responsible for program delays other than delays caused by SITA or its subcontractors.
- Delays to the project start date not caused by SITA, or a SITA subcontractor, may affect the proposed installation date and the price.
- All installation, testing, and commissioning work will be carried out during normal daytime working hours.
- Customer will grant access to SITA to all necessary areas of the airport twenty-four (24) hours a day, seven (7) days a week, as required.
- SITA and Customer shall each respectively designate a Project Manager who will act as the first point of contact for all project-related communication within their respective organizations.

Logistical

- Customer will provide secure on-site office space to house SITA's project team and on-going support staff. This will include heating and air-conditioning, stable power supply, local area network access, furniture, and janitorial services.
- Customer will provide secure storage facilities for staging and storage of equipment, including provisions for adequate power and network connectivity.
- Customer is liable for any damages to SITA's stored equipment due to theft, vandalism, flooding, or any incident that Customer's secure storage facility could not protect.
- Unless otherwise explicitly stated, the place of delivery shall be the airport.


- Customer will expedite the security pass/vehicle parking pass process, including unescorted access to secured areas required for the execution of the project. If the customer has no control over this, SITA will not be penalized.

Environment

- Unless otherwise indicated in this proposal, SITA has not included any allowances in the pricing for construction or modifications to architectural elements, such as millwork, cable trays, walls, ceilings, floors, etc.
- Customer will provide secure central computer room facilities to operate the system. This will include appropriate raised flooring, heating and air-conditioning, stable power supply, and uninterruptible power supply (UPS).
- Customer equipment rooms are in compliance with ANSI/EIA/TIA 569 as pertaining to equipment rooms.
- Customer is responsible for local ecological compliance, including but not limited to, any asbestos mitigation.
- Customer is responsible for providing all passive and active LAN including any required patch leads or cabinets along with power.

Liability

- The delivery of the products and services described in this proposal will be subject to a contract to be negotiated between the parties and this proposal only forms the basis for further discussion.
- The information provided in the proposal is confidential to SITA and such information cannot be used or replicated for any purpose other than for the evaluation of this proposal.
- All products, services, company names, trademarks, logos, devices, symbols, or other similar items (whether registered or unregistered) that may be contained within or referred to in this proposal are herewith acknowledged as belonging to or licensed to the originator of such.
- SITA's liability for all claims,



damages, losses, and expenses resulting from personal injury or property damage due to any negligent act, error, or omission will be limited to SITA's current insurance policy limits or as specified by law.

- SITA is not responsible and shall be held harmless for any and all, special, indirect, and consequential damages, losses, and expenses, including but not limited to loss of revenue, profit, or goodwill.
- SITA's direct liability to the Customer is limited, in the aggregate, to the value of the contract agreed with SITA.

Restrictions to Trade, Embargoes, and Regulatory Issues

- The provision of the services under this proposal may be disrupted or prevented by various types of regulations enacted in reaction to the prevailing political environment or to regulate business sectors. In particular, United States suppliers are fully subject to all embargoes and trade restrictions of the United States against certain organizations and countries, which currently include, but are not limited to countries such as Iran, and Libya.
- SITA is subject to all the embargoes declared by the United Nations, and may be subject to export restrictions of other sovereign states.
- Locally, the provision of services may be delayed or even prevented by local regulations governing

custom declarations or governing certain business sectors or industries such as, typically, the telecommunications industry. Therefore, certain services may be subject to such regulatory, legal, or administrative hurdles, which are beyond the sphere of influence of SITA. However, SITA will use all reasonable endeavors in order to obtain all licenses or specific authorizations and complete all custom clearances and formalities to provide the services. In this respect, SITA may ask for Customer's active contribution and support, which may be requested in order to obtain certain authorizations.

Hollywood Burbank Airport

REVENUE PASSENGERS	July			January - July		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	64,646	63,914	1.15%	346,060	362,351	-4.50%
American Airlines	33,119	15,144	118.69%	168,919	88,562	90.74%
Delta Airlines	24,935	14,065	77.28%	101,359	75,607	34.06%
JetBlue Airways	18,790	8,356	124.87%	144,020	55,027	161.73%
Southwest Airlines	355,089	321,020	10.61%	2,324,672	2,172,567	7.00%
Spirit Airlines	14,666	0	N/A	18,347	0	N/A
United Airlines	30,697	33,081	-7.21%	174,493	207,376	-15.86%
Total Revenue Passengers	541,942	455,580	18.96%	3,277,870	2,961,490	10.68%
Inbound (deplaned)	271,832	228,101	19.17%	1,634,847	1,480,223	10.45%
Outbound (enplaned)	270,110	227,479	18.74%	1,643,023	1,481,267	10.92%

AIRCRAFT OPERATIONS *	July			January - July		
	2019	2018	% Change	2019	2018	% Change
Air Carrier	6,184	4,843	27.69%	36,536	32,449	12.60%
Air Taxi	1,792	1,484	20.75%	12,622	11,252	12.18%
General Aviation	2,755	2,468	11.63%	17,967	19,065	-5.76%
Military Itinerant	36	66	-45.45%	299	520	-42.50%
Civil Local	2,221	1,941	14.43%	16,678	15,013	11.09%
Military Local	0	0	N/A	0	0	N/A
Total Aircraft Operations	12,988	10,802	20.24%	84,102	78,299	7.41%

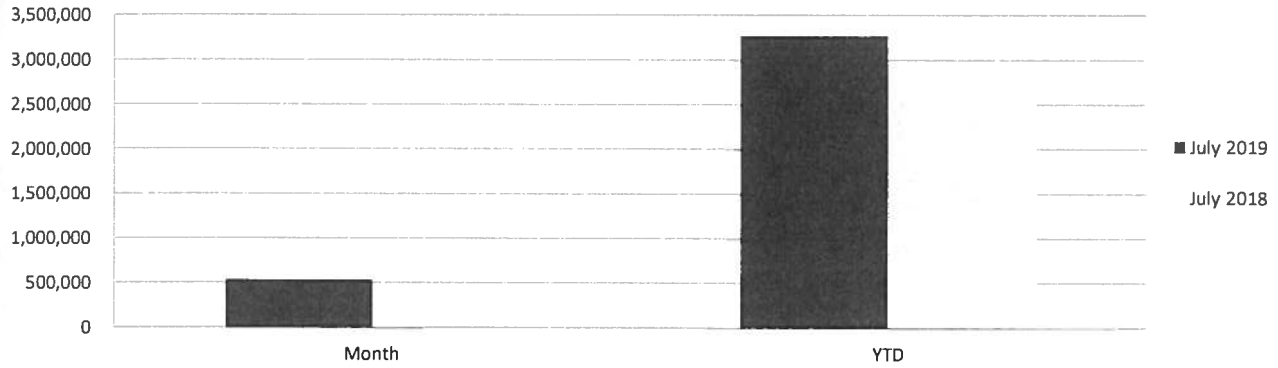
* Source: FAA Tower Daily Airport Operations Count, adjusted to show Canadair Regional Jet-200 operations as Air Carrier. Includes Hollywood Burbank Airport arrivals/departures only; excludes aircraft that enter local air space but do not land or take off at Hollywood Burbank Airport.

Hollywood Burbank Airport

AIR CARGO (lbs.)	July			January - July		
	2019	2018	% Change	2019	2018	% Change
Signatory Airlines						
Alaska Airlines	900	1,313	-31.45%	4,546	8,159	-44.28%
American Airlines	0	0	N/A	11	0	N/A
Delta Airlines						
JetBlue Airways						
Southwest Airlines	155,531	185,336	-16.08%	1,101,293	1,169,422	-5.83%
Spirit Airlines						
United Airlines	38	13,984	-99.73%	44,459	71,500	-37.82%
Other Scheduled Carriers						
Federal Express	4,340,727	4,304,827	0.83%	31,205,315	32,575,380	-4.21%
United Parcel Service	4,496,904	3,744,102	20.11%	27,419,336	27,113,895	1.13%
Charter/Contract Carriers						
AirNet Express		3,437	-100.00%	0	23,026	-100.00%
Ameriflight	268,708	261,325	2.83%	1,562,307	1,765,408	-11.50%
Total Air Cargo	9,262,808	8,514,324	8.79%	61,337,267	62,726,790	-2.22%
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	4,627,992	4,130,328	12.05%	29,811,666	30,147,037	-1.11%
Outbound (enplaned)	4,634,816	4,383,996	5.72%	31,525,601	32,579,753	-3.24%

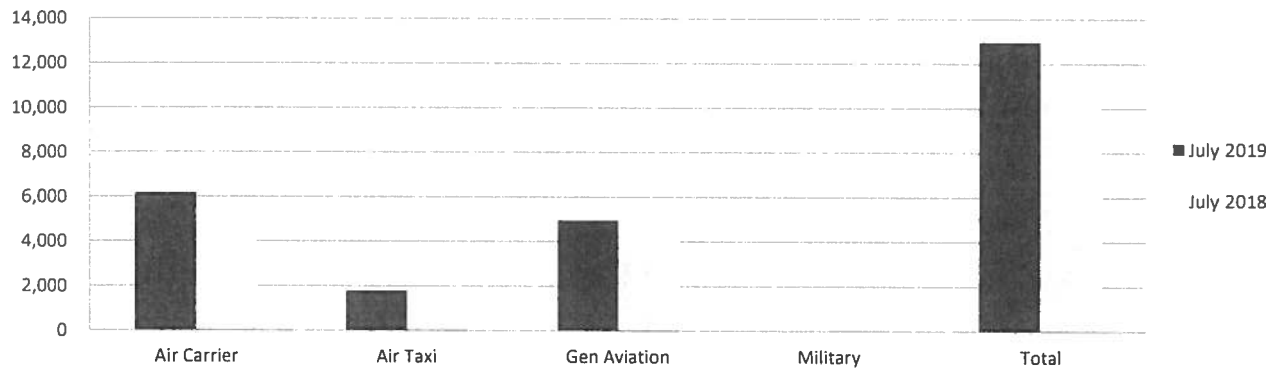
MAIL (lbs.)	July			January - July		
	2019	2018	% Change	2019	2018	% Change
United Parcel Service	0	0	N/A	0	0	N/A
Total Mail	0	0	N/A	0	0	N/A
	=====	=====	=====	=====	=====	=====
Inbound (deplaned)	0	0	N/A	0	0	N/A
Outbound (enplaned)	0	0	N/A	0	0	N/A

Revenue Passengers



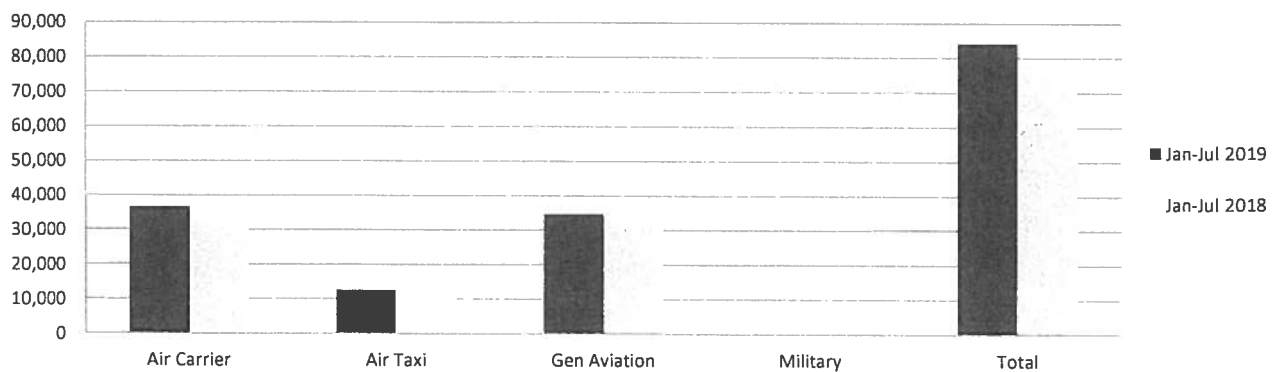
Revenue Passengers	Month	YTD
July 2019	541,942	3,277,870
July 2018	455,580	2,961,490
% Change	18.96%	10.68%

Aircraft Operations - Month



Aircraft Operations - MO	Air Carrier	Air Taxi	Gen Aviation	Military	Total
July 2019	6,184	1,792	4,976	36	12,988
July 2018	4,843	1,484	4,409	66	10,802
% Change	27.69%	20.75%	12.86%	-45.45%	20.24%

Aircraft Operations - Year-to-Date



Aircraft Operations - YTD	Air Carrier	Air Taxi	Gen Aviation	Military	Total
Jan-Jul 2019	36,536	12,622	34,645	299	84,102
Jan-Jul 2018	32,449	11,252	34,078	520	78,299
% Change	12.60%	12.18%	1.66%	-42.50%	7.41%