



September 19, 2019

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

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held on Monday, September 23, 2019, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, September 23, 2019
8:30 a.m.

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

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



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 Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



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. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. August 19, 2019 **[See page 1]**
4. Contracts and Leases
 - a. Renewal of SITA Airport Solution Line Service Agreement for the Common Use Passenger Processing System and Related Equipment
 - Staff report attached **[See page 6]**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for 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 ("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.

Subject to the recommendation of the Committee, at the Airlines' request in order to continue uninterrupted service, this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

5. Adjournment

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

MONDAY, AUGUST 19, 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 8:00 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;
Tom Lenahan, Fire Chief, Airport Fire Department;
Ed Skavarna, Chief of Police; Director, Public safety;
Mark Hardyment, Director of Transportation and
Environmental Programs; Nerissa Sugars, Marketing
Communications and Air Service Manager; Tom
Janowitz, Sr. Manager, Ground Access

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

- 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. July 15, 2019** Draft Minutes for July 15, 2019, Operations and Development Committee meeting were presented for approval.

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

Motion Approved The minutes were unanimously approved (3-0).
- 4. Contract and Leases**
 - a. Change order Superior Life Support Inc. for Medical Director Oversight Services** Staff recommended that the Committee recommend to Commission for approval of 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. Staff reported that these programs, mandated by the Los Angeles County Department of Health Services Emergency Medical Services Agency are part of the scope of practice for Emergency Medical Technicians ("EMT") effective July 1, 2019. These two programs require medical director oversight by a licensed physician.

The two programs to be deployed by the Authority's Airport Fire Department are Narcan Nasal Spray for use to treat an opioid overdose by blocking or reversing the effects of opioids and Epinephrine ("EPI") Pen Injectors used to treat severe allergic reactions and/or asthma attacks.

Staff reported that SLS is the Airport Fire Department's service provider for the Authority's Automated External Defibrillator ("AED") and "Stop the Bleed" programs. The services from SLS include supplies, instruction, training and oversight. These services, under a three-year purchase order, are in their last year and expire on May 30, 2020. The current annual cost of these two programs is \$16,866. The cost to add a licensed physician to provide medical director oversight for the Narcan and EpiPen programs is \$10,000, increasing the annual cost to \$26,866. The cost for the initial inventory of Narcan and EpiPen's for adult and juvenile doses is \$1,510.

In conjunction with UCLA Center for Prehospital Care, the provider of the Authority's EMS training, SLS was able to identify licensed physician, Dr. Ira Howard Tillis, M.D. to serve as the Medical Director to oversee these two programs for the Authority. Dr. Tillis has over 30 years of emergency medicine experience and is currently the Assistant Medical Director and EMS Liaison for the Simi Valley Hospital and Medical Center.

Funding for the AED, Stop the Bleed and Narcan/ EpiPen programs are included in the adopted FY 2020 budget.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

b. Waste hauling and Recycling Services Contract Award

Staff reported that the Waste Hauling and Recycling Contract Award previously recommended on May 6, 2019, to American Reclamation, Inc. ("American") was resubmitted because, subsequent to the Operations and Development Committee ("Committee") decision, the Authority received information that required staff to reject all proposals and reissue the Request for Proposal ("RFP") for waste hauling and recycling services.

Staff provided detailed background information in the staff report, regarding the first and second solicitations, the protest submitted by Athens Environmental Services, Inc. ("Athens") and finally, the third solicitation that led to Staff's recommendation to the Committee to recommend to the Commission a contract award to American for waste hauling and recycling services.

On June 26, 2019, a new RFP for waste hauling and recycling services was released. The new RFP included a revision that removed the requirement that each proposer notify and obtain the Authority's approval of the proposer's designated refuse and recycling facilities. Staff and counsel determined that this requirement did not have significant value considering the broad indemnity clause contained in the contract that will be executed by the selected firm. That clause requires the contractor to indemnify the Authority for claims arising from the contractor's negligence, willful misconduct, or failure to comply with the agreement or applicable law. As part of the new RFP, language was added to this clause to explicitly state that the contractor is required to indemnify the Authority for penalties imposed by the State of California for noncompliance with waste diversion requirements.

Based on the results of the June 26 RFP, Staff recommended that the Committee recommend to the Commission a waste hauling and recycling services contract to American for a three-year term commencing on October 1, 2019, and extending to through September 30, 2022, with two one-year option periods, at an initial fixed monthly fee of \$10,573 with an allowance for on-call services of \$1,500 per month.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

**c. Professional Services Agreement
Airport Marketing Consultant
Service Anyone Collective**

Staff sought an Operations and Development Committee ("Committee") recommendation to the Commission to award 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 FY 2020 Branding, Marketing and Advertising program. The total proposed expenditure for the program, is a not-to-exceed amount of \$870,000 to be completed within the FY 2020.

Staff reported that the FY 2020 proposed program for Airport Marketing is made 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 success of these efforts resulted in 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.

Staff provided a breakdown of cost in the staff report which included the not-to-exceed limit for each of the proposed activities and reported that appropriations for the proposed plan are included in the adopted FY 2020 budget for Air Service Marketing.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. Items for Information

a. Information Update: Pre-book System for Valet

Staff provided an informational update to the Committee regarding the July 15, 2019, initiation of the Pre-Book System for valet parking.

6. Adjournment

There being no further business, the meeting adjourned at 8:27 a.m.

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

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

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for 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.

Subject to the recommendation of the Committee, at the Airlines' request in order to continue uninterrupted service, this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

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 the Airlines using the system have fully paid for. 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.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the proposed Service Agreement renewal with SITA and authorization for the Executive Director to execute same.