



October 3, 2019

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

NOTICE is hereby given that a regular meeting of the Operations and Development Committee will be held on Monday, October 7, 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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, October 7, 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.*

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The following activities are prohibited:

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

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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.

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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, October 7, 2019

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. September 23, 2019 **[See page 1]**
4. Contracts and Leases
 - a. Award of Professional Services Agreement for Air Service Consulting Services
 - Staff report attached **[See page 3]**

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to InterVistas Consulting, Inc., for air service consulting services. The total proposed expenditure for these services is for an amount not-to-exceed \$70,000 to be completed within FY 2020.

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

- b. Harris Miller Miller & Hanson, Inc. - Contract Amendment
 - Staff report attached **[See page 4]**

Staff seeks an Operations and Development Committee recommendation to the Commission to approve the proposed Amendment No. 1 to the Professional Services Agreement with Harris Miller Miller & Hanson, Inc. for professional aircraft noise analysis and meeting facilitation services in support of the Southern San Fernando Valley Airplane Noise Task Force ("Task Force"). The proposed amendment will increase the compensation limit by \$250,000, resulting in a not-to-exceed amount of \$324,960.

Subject to the recommendation of the Committee, this item has been placed on the Commission 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, SEPTEMBER 23, 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 8:30 a.m., by Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Devine and Brown

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Denis Carvill, Deputy Executive Director, Operations
and Air Service Development;

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. **August 19, 2019** Commissioner Brown moved approval of the minutes of the August 19, 2019 meeting, seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

4. Contract and Leases

- a. **Renewal of SITA Airport Solution Line Service Agreement for the Common Use Passenger Processing System and Related Equipment** Staff presented to the Committee ("Committee") a recommendation for 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 ("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 will continue to be reimbursed.

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.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

5. Adjournment

There being no further business, the meeting adjourned at 8:37 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 7, 2019**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
FOR
AIR SERVICE CONSULTING SERVICES**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a Professional Services Agreement ("Agreement"), copy attached, to InterVistas Consulting, Inc., ("InterVistas") for air service consulting services. The total proposed expenditure for these services is for an amount not-to-exceed \$70,000 to be completed within FY 2020.

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

BACKGROUND

Since FY 2017, Staff has engaged InterVistas for air service consulting services in connection with the Authority's general air service retention and development efforts and industry air service conferences. Specifically, InterVistas provides the data research and market analysis airlines require in determining whether current services are to be maintained or if other market opportunities exist.

Hollywood Burbank Airport, over the past three fiscal years, has experienced positive passenger growth and gained new nonstop flight segments. With a focus on retaining those existing services, and the continued interest from air carriers to include this Airport in their future network planning, InterVistas's services will be utilized to provide Staff with on-call support for air service research; communications recommendations with the network planning and scheduling representatives of the air carriers; and, marketing data support and background information regarding policy and regulatory matters that may impact air service.

InterVistas's expertise in these areas will support Staff's efforts to retain air service at Hollywood Burbank Airport. Additionally, InterVistas will participate in airline-airport meetings and air service conferences to support Staff.

BUDGET IMPACT

The cost of the proposed Agreement is included in the adopted FY 2020 Budget.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission that it award the proposed Professional Services Agreement with InterVistas in an amount not-to-exceed \$70,000 for air service consulting services and that the President be authorized to execute the same.

**STAFF REPORT PRESENTED TO THE
OPERATIONS AND DEVELOPMENT COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OCTOBER 7, 2019**

**HARRIS MILLER MILLER & HANSON, INC.
CONTRACT AMENDMENT**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission to approve the proposed Amendment No. 1 to the Professional Services Agreement ("PSA") with Harris Miller Miller & Hanson, Inc. ("HMMH") for professional aircraft noise analysis and meeting facilitation services in support of the Southern San Fernando Valley Airplane Noise Task Force ("Task Force"). The proposed amendment will increase the compensation limit by \$250,000, resulting in a not-to-exceed amount of \$324,960.

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

BACKGROUND

The Federal Aviation Administration ("FAA") has published changes to an instrument departure procedure from Van Nuys Airport and is proposing amendments to the existing departure procedures at the Hollywood Burbank Airport, both of which may change, or have changed, the way surrounding communities experience overflights of aircraft departing both airports. The Authority and Los Angeles World Airports have jointly formed the Task Force to analyze these published or proposed changes and to address concerns raised by community residents about these changes.

PROJECT DETAILS

As currently envisioned, the Task Force will conduct six meetings where representatives from surrounding communities will, through facilitation and analytical support from HMMH, analyze noise issues related to aircraft operating in the southern San Fernando Valley, evaluate proposed mitigations, and arrive at a set of feasible and consensus-based recommendations for responsible entities to consider for implementation.

SOLICITATION AND EVALUATION

Due to the time-sensitive nature of the need for these services, and the limited number of experienced and qualified providers available, HMMH's services were procured as a sole-source. HMMH is a well-regarded, full-service aviation consulting firm with extensive experience facilitating task forces such as this one. The existing PSA with HMMH is on a time and materials basis and has a compensation limit of \$74,960.

FUNDING

This item was not contemplated during the FY 2020 budget development and is not included in the adopted FY 2020 budget. In order to ensure the services of HMMH are not interrupted during the course the Task Force, Staff recommends that the Authority provide the initial funding for HMMH with the understanding that Staff will seek fifty percent (50%) reimbursement from Los Angeles World Airports for these services.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that it approve Amendment No. 1 to the PSA with HMMH for professional aircraft noise analysis and meeting facilitation services in support of the Task Force to increase the compensation limit by \$250,000, resulting in a not-to-exceed amount of \$324,960.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / Harris Miller Miller & Hanson, Inc.)

THIS AMENDMENT NO. 1 (“First Amendment”) to the August 6, 2019 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”) and Harris Miller Miller & Hanson Inc. (“Consultant”) is dated October 7, 2019 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to provide the following professional services: aircraft noise analysis, related professional services, and facilitation services.
- B. The parties desire to increase the compensation limit.

NOW, THEREFORE, the parties agree as follows:

- 1. **Amendment of Section 1.** Paragraph (C) of Section 1 (“Definitions”) of the Agreement is amended to read as follows:

“C. ‘Contract Limit’: \$324,960.”

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

[SIGNATURES ON FOLLOWING PAGE]

TO EXECUTE THIS FIRST AMENDMENT, the parties have caused their duly authorized representatives to sign below.

Harris Miller Miller & Hanson Inc.



Chairperson President Vice President Secretary Asst. Secretary
 Chief Finance Officer Asst. Treasurer

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

Burbank-Glendale-Pasadena Airport Authority

Ray Adams, President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation