



January 30, 2020

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 Monday, February 3, 2020, 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, February 3, 2020  
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.*

## A G E N D A

Monday, February 3, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. January 21, 2020

**[See page 1]**

4. Contracts and Leases

a. Award of Professional Services Agreement  
Replacement Airfield Lighting Vault Design

- Staff report attached

**[See page 4]**

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

***i) Award a Professional Services Agreement for engineering design and construction administration services for a replacement airfield lighting vault in the amount of \$571,498 to Lean Technology Corporation dba Lean Engineering;***

***ii) Authorize a project budget for design management services for a not-to-exceed amount of \$50,000; and***

***iii) Authorize a project aggregate contingency of \$80,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.***

b. Exercise of Second Extension Option Fleet Maintenance Services Agreement  
Keolis Transit Services, LLC

- Staff report attached

**[See page 8]**

***Staff seeks a recommendation from the Operations and Development Committee to the Commission to exercise the second of two one-year extension options for the Fleet Maintenance Services Agreement between the Burbank-Glendale-Pasadena Airport Authority and Keolis Transit Services, LLC.***

5. Items for Information

a. Committee Pending Items

**[See page 10]**

6. Adjournment

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

**TUESDAY, JANUARY 21, 2020**

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 8:34 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;  
Anthony Defrenza, Director of Engineering and  
Maintenance; Scott Kimball, Director, Business and  
Properties, Safety and Procurement

**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. December 16, 2019** Commissioner Brown moved approval of the minutes of the December 16, 2019 meeting seconded by Commissioner Devine. The minutes were unanimously approved (3-0).

**4. Contracts and Leases**

**a. Approval of Amendment No. 2 to SITA Airport Solution Line Service Agreement for Gate Management System** Staff presented to the Committee proposed Amendment No. 2 to the SITA Airport Solution Line Service Agreement for a Gate Management System, seeking a recommendation for Commission approval in a not-to-exceed amount of \$469,677.

In order to improve the safety margins for the aircraft and otherwise improve utilization of the Airports 14 Gates, Staff initiated procurement for a comprehensive gate management system to replace the current manual system. The real time gate management system will include a planning module that will assist Staff with ensuring airline schedules and proper gate assignments are coordinated.

The proposed Amendment No. 2 provides for upfront capital cost and monthly maintenance services for a term of sixty months. SITA's on-site maintenance and technical support staff for the CUPPS will also support the proposed gate management system.

**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 for Landside Paving Rehabilitation Project Number E9-14**

Staff reported that the pavements within the airport property limits are inspected annually to determine their condition and facilitate planning for pavement rehabilitation or replacement work. The pavement in two recommended areas, which were last rehabilitated in 2007 and 2011, have reached a point where continued spot repairs will no longer be effective to extend the life of the pavement. These areas were incorporated into the work programmed for FY 2020 Landside Pavement Replacement project.

The locations designated for rehabilitation are Avenue A at Thornton and continuing along the east concourse, as well as the exit lanes at Thornton along Avenue A. The total area of asphalt to be replaced is approximately 15,000 square feet and the overall area of crackfill and sealcoat is approximately 28,000 square feet.

Funding for this project is included in the adopted FY 2020 Budget for Landside Paving Replacement in the amount of \$310,000.

Staff sought Committee recommendation to the Commission for: (1) an award of contract for Landside Paving Rehabilitation in the amount of \$141,417 to PaveWest, Inc.; (2) Authorization of a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$15,000; and (3) Authorization of a project aggregate contingency of \$15,000 for unforeseen circumstances that may arise during construction.

**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. Committee Pending Items**

Staff informed the Committee of future pending items that will come to the Committee for review.

**6. Adjournment**

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

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 3, 2020**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT  
REPLACEMENT AIRFIELD LIGHTING VAULT DESIGN**

**SUMMARY**

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

- i) Award a Professional Services Agreement for engineering design and construction administration services of a replacement airfield lighting vault in the amount of \$571,498 to Lean Technology Corporation dba Lean Engineering ("LEAN");
- ii) Authorize a project budget for design management services for a not-to-exceed amount of \$50,000; and
- iii) Authorize a project aggregate contingency of \$80,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

**BACKGROUND**

The airfield lighting vault ("Vault"), constructed in 1984, has been rehabilitated and modified several times since its initial construction to accommodate the replacement of equipment and upgrades based on industry standards and changing technology. Although functional, many systems are outdated, and the configuration and size of the existing vault creates challenges associated with ongoing maintenance. An assessment of the existing vault conducted in 2019 indicated a replacement rather than a rehabilitation of the existing vault would provide better value to the Authority.

Although the estimated cost provided in the assessment to replace the Vault was higher at \$3.1M as compared to \$2.3M for a retrofit, the difficulty in phasing to keep the existing system in operation in a temporary facility while conducting a retrofit of the existing structure presented a less favorable scenario. The estimated throw away costs alone of \$765,000 for rental equipment, temporary generators, labor to relocate existing regulators and equipment and temporary fire systems represents a significant expense without lasting benefit which would ultimately result in a retrofitted vault still containing outdated equipment. Most specifically, the retrofit option eliminate the ability to include an uninterruptible power supply (UPS) panel or new generator which will improve reliability and resiliency of the airfield lighting system.

**PROJECT DESCRIPTION**

In accordance with recommendations in the assessment of the existing airfield lighting vault, the objective of the project is to design and construct a new airfield lighting vault to address code and seismic issues that exist within the existing Vault. The new vault will also include a new generator, a UPS system, and new regulators, as well as incorporate a revised configuration to improve maintainability and reliability of the electrical equipment inside the Vault. The new Vault will address power fluctuation issues and may include an upgraded power feed from Burbank Water and Power.

## PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals ("RFQ/RFP") on the Authority's PlanetBids e-procurement website on November 8, 2019 to 386 targeted, potential firms, and publicly advertised the competitive opportunity on the ACI-NA and AAAE websites, and placed announcements in the Burbank, Glendale, and Pasadena City Halls. Although staff was only aware of a select few firms in the area with the appropriate background and experience for this specialized work, a decision was made to put these services out for market review with the intent of discovering new, interested engineering firms for this category and therefore increasing the opportunity for competitive selection. The vendors targeted included those registered as qualified in services ranging from airport facility consulting and construction, civil and electrical engineering, facility design services and aviation.

Statements of Qualifications ("SOQs") were due on December 9, 2019. Despite outreach efforts, staff received a single response from a qualified engineering firm. Staff received feedback from one of the potential proposers who stated it was unable to find subconsultants that it felt comfortable engaging for airfield electrical engineering services.

The SOQ contents were evaluated by staff to ensure that the consultant met the minimum qualifications for this work and were deemed suitable and qualified. LEAN submitted references for three similar projects indicating that it has relevant airport related experience and expertise in airfield lighting vault systems.

## SELECTION PROCESS

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

## FEE NEGOTIATIONS

In receipt of only one proposal, once LEAN was determined to be qualified for the work, a detailed scope of services was developed, and Staff developed an independent fee estimate ("IFE") to serve as a benchmark in establishing a fair and current market value for the project. Staff requested and received a price proposal from LEAN in accordance with the defined scope of services. A detailed review of the initially proposed price and subsequent discussions with LEAN resulted in a reduction of over \$75,000 in the final negotiated price which Staff believes represents a good value to the Authority.

A lump sum fee proposal for Phase 1 Design Services (Work Order #1) was negotiated with LEAN in the amount of \$571,498.



A separate fee for Phase 2 Construction Administration services (Work Order #2) will be negotiated and brought back to the Committee and Commission concurrent with the recommendation and request for approval of an award of contract for construction services. It is anticipated this will occur in late 2020.

#### DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by the TBI Engineering Department for a not-to-exceed amount of \$50,000. Engineering Staff will oversee the design process and provide constructability review to ensure the project is compatible with the Authority's requirements.

#### DESIGN CONTINGENCY

The design contingency is generally intended to address changes in scope of design and engineering services resulting from information developed as part of the initial design development. The proposed value of \$80,000, or nearly 15% of design costs, is higher than typically recommended because of two specific items identified by LEAN in its proposal. LEAN does not believe applicable building codes require inclusion of a fire suppression system, however, if despite code allowances it is still required by the Burbank Fire Department, additional design costs of \$40,000 will be incurred. Also, there is a contingency bucket to complete a "Phase II" environmental investigation and report if contaminants are identified in the "Phase I" investigation to be completed by the geotechnical engineer as part of the base scope of work.

#### OPERATIONAL IMPACTS

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

#### FUNDING

The FY 2019-2020 Facility Development budget included \$400,000 for design anticipated to occur in FY 2020. The completion of design cost and estimated construction will be programmed into the FY 2021 budget. The full cost of the Airfield Lighting Vault Replacement Project is expected to be fully funded through a pending Passenger Facility Charge Application.

#### PROJECTED COSTS:

Engineering Assessment (Completed)	\$ 70,000
Assessment Oversight (Completed)	5,000
<b>Engineering Design - LEAN</b>	<b>571,498</b>
<b>Design Management/Project Administration</b>	<b>50,000</b>
<b>Design Contingency</b>	<b>80,000</b>
<u>Construction Phase Costs</u>	<u>4,723,502</u>
<b>Total</b>	<b><u>\$ 5,500,000</u></b>

## SCHEDULE

The design phase of the project will commence after the award and execution of a Professional Services Agreement. Construction plans and specifications for bid are anticipated to be completed in fall of 2020.

## STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission for (i) an award of Professional Services Agreement for design, engineering and construction administration services in the amount of \$571,498 to LEAN and authorization for the President to execute the same, (ii) approval of a project budget for in-house design management services not to exceed \$50,000, and (iii) approval of a project aggregate contingency of \$80,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 3, 2020**

**EXERCISE OF SECOND EXTENSION OPTION  
FLEET MAINTENANCE SERVICES AGREEMENT  
KEOLIS TRANSIT SERVICES LLC**

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to exercise the second of two one-year extension options for the Fleet Maintenance Services Agreement (“Service Agreement”) between the Burbank-Glendale-Pasadena Airport Authority (“Authority”) and Keolis Transit Services, LLC (“Keolis”).

**BACKGROUND**

As presented to the Commission on March 7, 2016, the Authority entered into a Service Agreement with Keolis for a three-year period, at predetermined rates. In February 2019 the Commission authorized the first of two one-year extensions options. The current rate for labor is \$72.50 for an annual expense of approximately \$145,000. The second one-year extension option maintains the fixed hourly price of \$72.50. Parts and materials ordered through Keolis are charged separately and subject to a 25% markup. In 2019, parts cost approximately \$10,000 per month (including the 25% markup).

The second of two one-year options extend the Service Agreement through March 31, 2021. The terms, and provisions of the Service Agreement shall apply during this extension period. Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the initial contract period and first extension year.

**BUDGET**

Appropriations for fleet maintenance services are included in the adopted FY 2020 budget and will also be programmed in the FY 2021 budget development.

**STAFF RECOMMENDATION**

Staff seeks a Committee recommendation to the Commission to exercise the second of the one-year extension options to the Service Agreement between the Authority and Keolis.



February 18, 2020

Via e-mail : Original via U.S. Mail

Mr. Steve Shaw  
CEO & President  
**Keolis Transit Services, LLC**  
6053 W. Century Blvd, 9<sup>th</sup> Floor  
Los Angeles, CA 90045

**Re: Fleet Maintenance Service Agreement dated March 7, 2016  
Exercise Extension Option Number 2**

Dear Mr. Steve Shaw:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the March 7, 2016 Fleet Maintenance Service Agreement executed by the Authority and Keolis Transit Services, LLC ("Keolis"). As you know, pursuant to Section 2.2 of the Agreement, the Authority has the option to exercise two extension options which would extend the term for one year at a time.

This letter serves as notice that, at its February 18, 2020 meeting, the Authority Commission approved the exercise of Extension Option 2, extending the term through March 31, 2021.

If you have any questions, please contact us at your convenience.

Anthony DeFrenza  
Director, Engineering and Maintenance

cc: F. Miller, BGPAA  
J. Hatanaka, BGPAA  
K. David, BGPAA  
D. Carvill, BGPAA  
A. DeHoyos, BGPAA  
V. Hollands, BGPAA

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 3, 2020**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - Design Services for Lot D Reconfiguration
2. Award of Service Agreement – Skidata
3. Award of Contract - ILS and Signage