



January 16, 2020

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

The Airport Authority administrative offices will be closed on Monday, January 20, 2020, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 20, 2020, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 21, 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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, January 21, 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.

AGENDA

Tuesday, January 21, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. December 16, 2019

[See page 1]

4. Contracts and Leases

a. Approval of Amendment No. 2 to SITA Airport Solution Line Service Agreement for Gate Management System

- Staff report attached

[See page 4]

Staff seeks an Operations and Development Committee recommendation to the Commission for approval of proposed Amendment No. 2 to SITA (or Société Internationale de Télécommunications Aéronautiques) Airport Solution Line Service Agreement in a not-to-exceed amount of \$469,677 for a Gate Management System.

b. Award of Contract for Landside Paving Rehabilitation - Project Number E19-14

- Staff report attached

[See page 6]

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

- Award a contract for Landside Paving Rehabilitation in the amount of \$141,417 to PaveWest Inc.;
- Authorize a project budget for construction management, administration and quality assurance services for a not-to-exceed amount of \$15,000; and
- Authorize a project aggregate contingency of \$15,000 for unforeseen circumstances that may arise during construction.

5. Items for Information

a. Committee Pending Items

[See page 11]

6. Adjournment

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

MONDAY, DECEMBER 16, 2019

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by 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; Ed Skavarna, Chief of Police;
Director, Public safety; Tom Lenahan, Fire Chief

- 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. October 21, 2019** Commissioner Devine moved approval of the minutes of the October 21, 2019 meeting seconded by Commissioner Brown. The minutes were unanimously approved (3-0).
- 4. Contracts and Leases**
 - a. Award of Professional Services Agreement for Airside Paving Rehabilitation Project Design and Construction Administration; In-House Design Management Services Budget Approval** Staff presented to the Committee a recommendation for Commission approval of an Award for a Professional Services Agreement for design and construction administration services in the amount of \$369,535 to RDM International, Inc.; approval of a project budget for in-house design management services for a not-to-exceed amount of \$37,000; and approval of a project aggregate contingency of \$60,000 to address changes in the scope of design and engineering services resulting from information obtained as part of the initial design development.

The proposed project includes four distinct areas of work, Taxiway D7 Connector, Taxiway G Infield, Taxilane A, and the Delta Ramp Rehabilitation and Expansion.

The adopted FY 2019-2020 Facility Development budget includes \$489,000 for planning, engineering and design services and design management associated with the projects. The design phase of the project will commence after the award and execution of the Professional Services Agreement.

Construction plans and specifications for bid are anticipated to be completed in the second quarter of 2020.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

b. Award of Purchase Order - Airport Police Department Portable Radio Replacement

The Airport Police Chief Skvarna presented to the Committee a recommendation for Commission approval that it authorize the issuance of a purchase order to Motorola Solutions to replace the Airport Authority Police Department's ("APD") Motorola XTS5000 portable radios with 55 Motorola APX8000 series radios with ancillary accessories in the amount of \$367,979.

Chief Skvarna reported that the APD officers currently share 42 Motorola XTS5000 portable radios which were originally acquired twelve years ago in 2007. These radios have outlived their useful life and will no longer be supported by Motorola for system upgrades or maintenance.

Funding for the acquisition of replacement portable radios for APD is included in the adopted FY 2020 budget which may be eligible for reimbursement through a future Passenger Facility Charge Application.

Motion

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

Motion Approved

The motion was approved unanimously (3-0).

c. Fire Service Cooperative Agreement

The Airport Fire Chief Lenahan presented to the Committee a recommendation for Commission approval that it authorize the Director of Public Safety/Chief of Police to be authorized to execute a proposed Fire Service Cooperative Agreement with the City of Burbank.

Since 1988 the Authority and the City have implemented a mutual aid contract to facilitate cooperation between the Airport Fire Department ("AFD") and the Burbank Fire Department ("BFD"). The existing mutual aid contract was executed on June 17, 1996. The BFD and the AFD share fire service jurisdiction at the Airport and wish to update the current mutual aid contract.

Fire Chief Lenahan advised that the implementation of the proposed agreement is not expected to have any noticeable impact on how the AFD provides safety and security for the traveling public, nor will the Agreement measurably impact how the two agencies interact with each other. Execution of the Agreement will not have any impact on Authority revenues.

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 8:45 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 21, 2020**

**APPROVAL OF AMENDMENT NO. 2
TO SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT
FOR GATE MANAGEMENT SYSTEM**

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for approval of proposed Amendment No. 2 (“Amendment”) to SITA (*or Société Internationale de Télécommunications Aéronautiques*) Airport Solution Line Service Agreement (“Agreement”), copy attached, in a not-to-exceed amount of \$469,677 for a Gate Management System.

BACKGROUND

In order to improve safety margins for aircraft and otherwise improve utilization of the Airport’s 14 gates, Staff initiated a procurement for a comprehensive gate management system to replace the current manual system. To ensure efficient implementation, this procurement focused on gate management systems that are in use at other facilities and that are familiar to the airlines serving the Airport.

A robust real-time gate management system will include a planning module that assists Staff with ensuring airline schedules and proper gate assignments are coordinated. The planning function will provide the airlines and Staff the ability to determine the most appropriate time slot and gate availability to aircraft type based on the joint use policy for gate assignments.

To assist with the evaluation of the various gate management systems, Staff engaged the consulting services of Faith Group, LLC (“Faith Group”), a leading consultant on airport facility technology. Faith Group’s scope of work included validation of the requirements for a system applicable to the Airport, identification of valid vendors, and advising on selection methodology. Faith Group’s approach to appropriate vendor selection included benchmarking four large hub facilities utilizing a gate management software system. Those facilities may not seem to be a comparable benchmark for the Airport. However, most airport operators do not manage their gates, and instead an individual airline or an airline consortium are granted that responsibility. Staff believes that the information gathered by Faith Group is relevant to the 14-gate operation at the Airport.

The following four airports were used for the benchmarking:

Denver International Airport (DEN)
Newark International Airport (EWR)
Orlando International Airport (MCO)
San Francisco International Airport (SFO)

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TO SITA AIRPORT SOLUTION LINE SERVICE AGREEMENT
FOR GATE MANAGEMENT SYSTEM

Faith Group conducted telephone interviews to identify these facilities' best practices and lessons learned with respect to gate management system implementation.

SELECTION

With the information gathered, Staff solicited proposals from gate management system providers. Proposals were received from four firms: Indmex/GCR, INFORM, SITA and Veovo. All of these proposers are qualified and have systems in place at various airports around the world. The airlines serving the Airport are familiar with these entities and their products.

Each proposer was required to provide a total inclusive cost for the gate management system and monthly maintenance services for a period of sixty months. The results from each proposer are as follows:

1. Indmex/GCR - \$649,545
2. INFORM - \$1,007,469
3. SITA - \$469,677
4. Veovo - \$1,151,772

Based on the price results, SITA and Indmex/GCR were invited to participate in an interview with Staff and a Faith Group representative.

The SITA platform, which the airlines do not have an opposition to, is the most cost effective and is a proven commercial "off the shelf product" that does not require intensive customization. This will allow the Authority to install and implement the system in a "plug and play" fashion. Further, SITA was contracted by the Authority to install, operate and maintain the Common Use Passenger Processing System ("CUPPS") in 2012. Those services expired on September 30, 2015, following a new Agreement with SITA for CUPPS operation and maintenance services, effective October 1, 2015, through September 30, 2019. Amendment No. 1 extended the term of the Agreement to September 30, 2022, with two optional one-year renewals. The proposed Amendment No. 2, for a not-to-exceed amount of \$469,677, provides for an upfront capital cost of \$310,797 and a monthly maintenance services fee of \$2,648 for the term of sixty months. SITA's on-site maintenance and technical support staff for the CUPPS will also support the proposed gate management system.

BUDGET IMPACT

The adopted FY 2020 budget contains a \$215,000 appropriation for a gate management system. Staff recommends that the Authority provide the funding for the additional \$95,797 in capital cost and negotiate with the airlines a cost recovery for the entire acquisition. The cost of the monthly maintenance will be charged to the airlines on a monthly basis.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the proposed Amendment to the Agreement in a not-to-exceed amount of \$469,677 for a Gate Management System.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 21, 2020**

**AWARD OF CONTRACT
FOR
LANDSIDE PAVING REHABILITATION
PROJECT NUMBER E19-14**

SUMMARY

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

- Award a contract for Landside Paving Rehabilitation in the amount of \$141,417 to PaveWest Inc.;
- Authorize a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$15,000; and
- Authorize a project aggregate contingency of \$15,000 for unforeseen circumstances that may arise during construction.

BACKGROUND

The pavements within the airport property limits are inspected annually to determine their condition and facilitate planning for pavement rehabilitation or replacement work. In addition to the annual inspections, the condition of landside pavement is evaluated by Maintenance, Operations and Engineering Staff as part of their respective daily inspection routine to determine if intermediate repair work is necessary to increase the useful life of the pavement. If the daily or annual inspections determine local repairs will no longer be effective in extending the useful life, specific pavement areas are recommended for rehabilitation. The pavement in the two areas described below, 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. As such, these areas were incorporated into the work programmed for FY 2020 Landside Pavement Replacement project.

PROJECT DETAILS

The scope of work includes removing the existing asphalt in two separate locations and replacing it with new asphalt. There are also areas adjacent to the removals that would benefit from a crackfill and sealcoat as a part of the project. These locations 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.

PROCUREMENT

Staff publicly solicited bids on the Authority’s PlanetBids e-procurement website with five responses received. The responses were as follows:

CONTRACTOR	BID
EC Construction	\$149,815
Excel Paving	\$148,800
PaveWest	\$141,417
Sully-Miller	\$240,000
Superior Paving	\$257,240

Staff reviewed the bids and determined that all bids were responsive with the low bidder being PaveWest at \$141,417. The low bidder has not recently performed work at Hollywood Burbank Airport, but its references were checked and are satisfactory.

SCHEDULE

The work will be scheduled to begin as soon as possible after the award and execution of the contract. The work is scheduled to be completed within 30 calendar days after a notice to proceed is issued to the contractor.

OPERATIONS IMPACTS

All work will be performed at night with the work phased and coordinated with Operations and Ground Access Staff to minimize any impacts to the Airport.

ENVIRONMENTAL REVIEW

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

FUNDING

Funding for this project is included in the adopted FY 2020 Budget for Landside Paving Replacement in the amount of \$310,000. A breakdown of the proposed project budget is as follows:

Planning and Design (completed in-house)	\$ 5,000
Construction	141,417
Construction Management and Testing	15,000
<u>Project Aggregate Contingency</u>	<u>15,000</u>
Total	<u>\$176,417</u>

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BY CEJ/AJ/OP/VUC/DV
DUJ/SCE/OU/DO/UC/K/OA/UP/CE/SVE/W/P
UUUR/OVA/PWT/OUA/FJ/EI

FUNDING (continued)

The adopted FY 2020 budget of \$310,000 included pavement rehabilitation work near the intersection of Hollywood Way and Winona Avenue and pavement rehabilitation work on Avenue B. During design development for these areas, it was determined that there is limited value in undertaking rehabilitation work in these areas due to anticipated future projects related to the Replacement Passenger Terminal project that will result in substantial reconfiguration and changes in use of the area. Rehabilitation work undertaken in this fiscal year will not maximize the useful life of such work and was therefore eliminated from the scope of the project.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the following; (i) award of a contract for Landside Paving Rehabilitation in the amount of \$141,417 to PaveWest; (ii) a \$15,000 project budget for construction management, administration and quality assurance testing services; and (iii) a \$15,000 project contingency for unforeseen circumstances.

CONSTRUCTION AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority/PaveWest, Inc.)

THIS CONSTRUCTION AGREEMENT (“Agreement”) is dated _____, 2020 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Authority”) and PaveWest, Inc., a California corporation (“Contractor”). Contractor’s CSLB license number is 968049. Contractor’s DIR registration number is 1000007773.

In consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Notice Inviting Bids, the Instructions to Bidders, the Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Federal Provisions (Non-AIP Projects), Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements to the extent attached to this Agreement. Such attachments are incorporated herein by reference.
2. Scope of Services. Contractor shall perform the Work in a good and workmanlike manner for the project identified as LANDSIDE PAVING PROJECTS (“Project”), as described in this Agreement and in the Contract Documents.
3. Compensation. In consideration of the services rendered hereunder, Authority shall pay Contractor a not to exceed amount of One Hundred Forty-One Thousand Four Hundred Seventeen dollars (\$141,417.00) in accordance with the lump sum price as submitted in the Bid.
4. Incorporation by Reference. All of the following documents are attached hereto and incorporated herein by reference: Workers’ Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. Antitrust Claims. In entering into this Agreement, Contractor offers and agrees to assign to Authority all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Business and Professions Code Section 16700 et seq.) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time Authority tenders final payment to Contractor without further acknowledgment by the parties.
6. Prevailing Wages. Authority and Contractor acknowledge that the Project is a “public works project” within the scope of the Prevailing Wage Law (Labor Code Section 1720 et seq.).
7. Workers’ Compensation. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Agreement, Contractor certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will

comply with such provisions before commencing the performance of the work of this contract.”

8. Execution Warranty. Any person executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

9. Entire Agreement. This Agreement, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between Authority and Contractor related to the Project. This Agreement supersedes all prior oral or written negotiations, representations or agreements related to the Project. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Agreement.

10. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

TO EFFECTUATE THIS AGREEMENT, the parties have executed this Agreement by causing their duly authorized representatives to sign below.

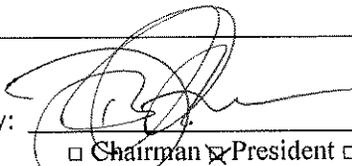
AUTHORITY

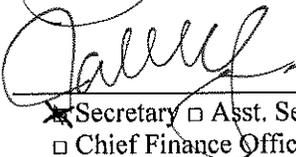
Burbank-Glendale-Pasadena Airport Authority
2627 N. Hollywood Way
Burbank, CA 91505

By: _____
President

CONTRACTOR

PaveWest, Inc.
11700 166th Street
Artesia, CA 90701

By: 
 Chairman President Vice President

By: 
 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
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 21, 2020**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Design Services for Lot D Reconfiguration
2. Award of Contract - ILS and Signage
3. Award of Contract - Design - Airfield Lighting Vault
4. Award of Service Agreement - Skidata
5. Award of Contract Extension – Keolis