



March 12, 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, March 16, 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, March 16, 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, March 16, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. February 18, 2020

[See page 1]

4. Contracts and Leases

a. Award of Contract

Parking Access and Revenue Control Maintenance Service and
Approval of Acquisition of Additional Pre-Book Parking Equipment

- Staff report attached

[See page 4]

Staff seeks an Operations and Development Committee recommendation to the Commission that it: (i) award a contract to Skidata, Inc. ("Skidata") for a replacement Maintenance Service Contract to maintain the Skidata Parking Access and Revenue Control System for a four-year term with one optional extension year; and (ii) authorize execution of a Change Order to Skidata for acquisition and installation of additional equipment that supports the pre-booking system.

b. Approval of Amendment No. 1 to Professional Services Agreement
Cerrell Associates, Inc.

- Staff report attached

[See page 6]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval of proposed Amendment No. 1 ("Amendment"), to the Professional Services Agreement ("Agreement") with Cerrell Associates Inc. for an additional amount of \$40,000 to provide continued media and community relations services in support of the Southern San Fernando Valley Airplane Noise Task Force ("Task Force"). If the Amendment is approved, the total compensation under the Agreement will be increased from \$65,000 to \$105,000.

Due to the schedule of the Task Force and subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its meeting immediately following the Committee's meeting.

5. Items for Information

a. Committee Pending Items

[See page 11]

6. Adjournment

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

TUESDAY, FEBRUARY 18, 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 8:30 a.m., by Commissioner Tornek.

ROLL CALL

Present: Commissioners Tornek, Brown,
Devine (arr. 8:32 a.m.)

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony Defrenza, Director of Engineering and
Maintenance

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. February 3, 2020 Commissioner Brown moved approval of
the minutes of the February 3, 2020 meeting.
The minutes were approved (2-0, one absent).

4. Contracts and Leases

**a. Award of Contract for ILS and
Ramp Signage Project - Project
Number E19-01** Staff has identified a need to relocate the signage
and markings on the airfield that designate a
“critical area” surrounding the Instrument Landing
System (“ILS”) equipment which serves to restrict
aircraft access to the pavement areas surrounding
the equipment at specific times.

Also included in this project is the addition of
aircraft parking ramp signage requested by the
Air Traffic Control Tower (“ATCT”) to more clearly
designate frequently used aircraft parking ramps
at the Fixed Based Operator (“FBO”) ramp areas.

Staff sought Committee recommendation to the
Commission for (i) an award of contract to Royal
Electric Company in the amount of \$430,478 and
authorization for the President to execute the same,

(ii) approval of a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$40,000, and (iii) approval of a project aggregate contingency of \$40,000 to address any unforeseen circumstances that may arise during construction.

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 Professional Services Agreement for Parking Lots Reconfiguration-Design Project

Staff has identified a need to reconfigure or modify existing parking areas to provide additional self-park spaces within walking distance of the terminals and to engage a qualified consulting firm to provide construction-ready drawings. The project will further efforts to accommodate upcoming changes in parking specifically related to the expected closure of Economy Lot A within the next eighteen months and provide for better utilization of existing parking lots.

Staff sought Committee recommendation for (i) an award of Professional Services Agreement for design and engineering services in the amount of \$93,900 to Valued Engineering, Inc. and authorization for the President to execute the same, (ii) approval of a project budget for in-house design management services not to exceed \$15,000, and (iii) approval of a project aggregate contingency of \$15,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.

In response to questions by the Committee, Staff advised the Committee that a presentation by the parking operator SP+/MAG will be made to the Commission regarding the overall parking program at the Airport prior to its consideration of this item.

Motion

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

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 9:03 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MARCH 16, 2020**

**AWARD OF CONTRACT
PARKING ACCESS AND REVENUE CONTROL MAINTENANCE SERVICE
AND
APPROVAL OF ACQUISITION OF ADDITIONAL PRE-BOOK PARKING EQUIPMENT**

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it: (i) award a contract to Skidata, Inc. ("Skidata") for a replacement Maintenance Service Contract ("Service Contract") to maintain the Skidata Parking Access and Revenue Control System ("PARCS") for a four-year term with one optional extension year; and (ii) authorize execution of a Change Order to Skidata for acquisition and installation of additional equipment that supports the pre-booking system.

BACKGROUND

The Skidata PARCS system was purchased and installed in late 2007 and early 2008 for use in the Airport's self-park parking lots. These self-park lots include the short-term structure, Lot A, B, C, D, E, and G. In addition to approving the acquisition and installation of this system, the Commission also awarded a five-year maintenance service agreement with Skidata's then sole authorized representative Sentry Control Systems, LLC ("Sentry") for \$724,680. On April 18, 2015, the Commission approved a replacement five-year service agreement in the amount of \$1,006,461. This service agreement is scheduled to expire on April 18, 2020.

Prior to Skidata's acquisition of Sentry in 2019, Sentry was the authorized sales, service and warranty representative for Skidata in the United States. Since the acquisition, Sentry and Skidata have jointly provided the current Preventive Maintenance Program under the maintenance agreement which includes site visits, software upgrades, fine-tuning and database management. There has been no change in the level of service or responsiveness since the acquisition of Sentry.

Over the life of the system to date, all the necessary software and hardware upgrades, replacements of cameras and supporting computer workstations have been completed. Skidata has informed Staff that the current equipment now has approximately five or more years of useful life left. The proposed four-year Service Contract, copy attached, includes a one-year optional extension, includes service visits specific to the equipment and also accommodates additional service requests by Staff. The proposed Service Contract is expected to extend the useful life of the operating system and maintain compliance with Payment Card Industry standards. The Service Contract also includes all necessary replacement parts and future software version upgrades. It should be noted that the PARCS system is capable of being integrated with the online pre-booking system. The cost of proposed Service Contract is for \$159,124 in the first year with each succeeding year subject to a CPI increase thereafter, including the one-year option.

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STAFF REPORTS\OPERATIONS\3-16-20
AWARD OF CONTRACT
PARKING ACCESS AND REVENUE CONTROL MAINTENANCE SERVICE AND
ACQUISITION OF ADDITIONAL PRE-BOOK PARKING EQUIPMENT

ACQUISITION OF ADDITIONAL PARKING EQUIPMENT

As the installation of the equipment to support the pre-booking system progresses, Staff is recommending that additional equipment also be acquired to integrate remote Parking Lot A with bar code readers. On March 18, 2019, the Commission approved the acquisition of various equipment including gate entry columns, barcode readers, and management system software to support the pre-booking equipment for the short-term parking structure, Lot E and Lot C. The equipment in Lot A, which will eventually close for construction of the Replacement Passenger Terminal project, can be integrated into the online pre-booking system using custom mounting plates and bar code readers. The original plan did not include Lot A into the online pre-booking system as it was to be closed in the near future. However, as the timeline for the Replacement Passenger Terminal continues to evolve, Staff feels the cost of \$8,503 to acquire additional equipment which allows for online pre-booking service to Lot A customers over the next couple of years is justifiable. With the additional \$8,503 for the pre-booking self-park equipment, the cost increases from \$68,624 to \$77,127.

BUDGET

The adopted FY 2020 budget includes the cost of the Service Contract. If approved, future costs of the Service Contract will be included in future fiscal year budget proposals. Funding for the additional \$8,503 for parking equipment is anticipated to be accommodated in the adopted FY 2020 budget.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it approve the proposed Service Contract with Skidata for the maintenance of the PARCS and authorize the purchase and installation of additional parking equipment to support the online pre-book system.

**STAFF REPORT PRESENTED TO
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MARCH 16, 2020**

**APPROVAL OF AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT
CERRELL ASSOCIATES, INC.**

SUMMARY

Staff seeks an Operation and Development Committee (“Committee”) recommendation to the Commission for approval of proposed Amendment No. 1 (“Amendment”), copy attached, to the Professional Services Agreement (“Agreement”) with Cerrell Associates Inc. (“Cerrell”) for an additional amount of \$40,000 to provide continued media and community relations services in support of the Southern San Fernando Valley Airplane Noise Task Force (“Task Force”). If the Amendment is approved, the total compensation under the Agreement will be increased from \$65,000 to \$105,000.

Due to the schedule of the Task Force and subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its meeting immediately following the Committee’s meeting.

BACKGROUND

Southern San Fernando Valley Airplane Noise Task Force

The Authority helped create and launch the Southern San Fernando Valley Airplane Noise Task Force (Task Force) in August 2019. Working with Los Angeles World Airports (LAWA), the Task Force is comprised of 14 members – elected representatives and their staff from communities that are or may be affected by aircraft procedural and operational changes related to aircraft noise in the Southern San Fernando Valley. The group is working to address increased noise concerns for aircraft using both airports.

The Authority retained Cerrell to assist with external communications services related to Task Force activities. Cerrell had previously been engaged to perform community outreach and media relations support with the Public Design Charrette Workshop process for the Replacement Passenger Terminal project.

Since August 2019, Cerrell has implemented a multifaceted communication and outreach program incorporating media relations, stakeholder outreach, messaging and strategy for the Task Force. The firm’s services have included:

- Conducting a rigorous research and messaging development phase that laid the groundwork for all Task Force communications going forward, ensuring all Authority and LAWA representatives are in sync in terms of the purpose and goals of the Task Force.

Cerrell developed:

- Talking points for Task Force Chair and Facilitator to open the first meeting
- Several sets of talking points for Authority and LAWA representatives
- SoCal Metroplex timeline for BUR departures
- Noise complaints historical data memo
- Comprehensive white paper detailing several key BUR operating parameters including facts on departures, flight paths, noise and operations
- Managing all media relations for all Task Force related matters including:
 - Media best practices memo
 - Press release, advisories and media check-in with press kits for all Task Force meetings
 - Various statements/talking points for media requests
 - Media tour of Air Traffic Control Tower and Airport grounds with ABC, CBS, NBC, KTLA, Spectrum, Univision, LA Daily News and Burbank Leader
 - Media relations including outreach to reporters/outlets for each Task Force and follow-up with reporters after publication of story/segment to offer factual information and correct the record as needed
 - A white paper to clarify misinformation about the Task Force and flight path issues
- Leading the Authority's outreach efforts to promote the Task Force as the best opportunity for all community members and stakeholders to voice their opinion, share their ideas and promote solutions to alleviate aircraft departure. Cerrell spearheaded the creation of:
 - Community/stakeholder list comprised of groups, associations and businesses from Burbank to Encino along the 101 Freeway corridor
 - Outreach to various entities including business and residential associations, neighborhood councils and community groups to ensure an equal opportunity to participate

Cerrell's services have helped manage all Task Force-related media relations, helping secure balanced, factual coverage as the group continues to work to identify workable, consensus-based recommendations to the FAA.

PROJECT DETAILS

As the Task Force efforts may continue beyond April 2020, Staff recommends extending the Agreement with additional compensation to Cerrell for continued communications and outreach services. The scope of services during this period is focused on continued support of the Task Force.

The Authority is entering the final critical phases of the Task Force to determine if it can arrive at consensus recommendations for the FAA to consider and evaluate. The Authority needs to maintain the same level of communication and engagement that has occurred since the Task Force commenced. In support of this, Cerrell's services will include:

- Continued strategic program to ensure accurate and factual information about the Task Force is being presented, as well as a balanced perspective of community interests from all parts of the Valley
- Proactive informational press releases. Cerrell will continue to draft/send the media advisories prior to the Task Force meeting and a press release post Task Force meeting to ensure the airports' perspective is incorporated in news stories (ongoing)
 - This will also include any talking points for Authority staff and media briefings to provide factual information to interested reporters
- Press release/statements explaining the Task Force's recommendations
- Assisting staff in developing agenda for each Task Force meeting
- Talking points/Q&As clarifying what the Task Force's recommendations mean as far as any changes and/or next steps
- Rapid response to any inaccuracies being reported about the commitment of the Authority to the Task Force process or workable solutions to alleviate community concerns
- Proactively position the Authority's leadership to continue to show this matter is being taken seriously and to increase opportunities to inject the Authority's messages into media coverage, including local editorial board briefings, op-eds and appearance on local morning news shows
- Organize a media tour for Telemundo, Univision and La Opinion and offer interviews with spokespeople from the FAA and BUR, along with a community member who can speak to the personal impact of the proposed changes
- Provide the conditions for the Authority staff to focus on day-to-day operations and promote Elevate BUR

FUNDING

This item was not included in the approved FY 2020 budget. The cost of the services will be applied to the Professional Services account and reviewed at the end of the fiscal year.

STAFF RECOMMENDATION

Staff seeks a recommendation to the Commission that it approve proposed Amendment No. 1, in the amount of \$40,000, to the Agreement with Cerrell for a revised total not-to-exceed amount of \$105,000 for continued media and community relations services in support of the Task Force.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / Cerrell Associates, Inc.)

THIS AMENDMENT NO. 1 ("First Amendment") to the August 23, 2019 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Cerrell Associates Inc. ("Consultant") is dated March 16, 2020 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: communications support.

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:

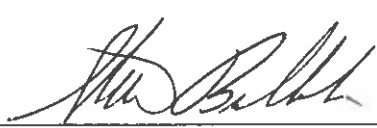
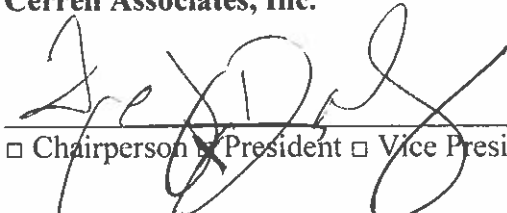
"C. 'Contract Limit': \$105,000."

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.

Cerrell Associates, 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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MARCH 16, 2020**

COMMITTEE PENDING ITEMS

Future

1. Approval of Airport Rules and Regulations