



August 13, 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, August 17, 2020, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

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

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Monday, August 17, 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

Monday, August 17, 2020

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes

a. May 18, 2020

**[See page 1]**

#### 4. Contracts and Leases

- a. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project - Project Number E20-01

- Staff report attached

**[See page 2]**

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

- i) Award of a construction contract in the amount of \$2,374,323 to PALP, Inc. dba Excel Paving Company for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project;**
- ii) Award of a professional services agreement to RDM International, Inc. for a lump sum amount of \$178,004 for engineer of record construction administration services, onsite technical services, and materials testing for the Project;**
- iii) Approval of a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of \$75,000; and,**
- iv) Approval of a project contingency of \$120,000.**

#### b. Professional Services Agreement – Marketing and Brand Support Services

- Staff report attached

**[See page 7]**

**Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to award a Professional Services Agreement to Anyone Collective, LLC, to provide marketing and brand support services for the Authority’s FY 2021 marketing program. The total expenditure under the proposed Agreement will not exceed \$60,000 and all services will be completed within FY 2021.**

**With the impact the COVID-19 pandemic has had on travel demand, 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.**

5. Items for Information

a. Committee Pending Items

***[See page 9]***

6. Adjournment

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

**MONDAY, MAY 18, 2020**

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 Brown.

**ROLL CALL**

**Present:** Commissioners Brown, Tornek (via teleconference)

**Absent:** Commissioner Devine

**Also Present:** Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Thomas Henderson, Director of Operations

**1. Approval of Agenda** The agenda was approved as presented.

**2. Public Comment** There were no public comments.

**3. Approval of Minutes**

**a. April 20, 2020** Commissioner Brown moved approval of the minutes of the April 20, 2020 meeting, seconded by Commissioner Tornek (via teleconference). There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0, 1 absent).

**4. Items for Discussion**

**a. Operational Impacts of the Proposed FY 2021 Capital Projects** Staff reviewed with the Committee the proposed FY 2021 Budget capital program.

**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 8:43 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
AUGUST 17, 2020**

**AWARD OF CONSTRUCTION CONTRACT,  
AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND  
APPROVAL OF PROJECT BUDGET FOR  
TAXIWAY D7 CONNECTOR, TAXIWAY G INFIELD, AND DELTA RAMP REHABILITATION  
AND RECONSTRUCTION PROJECT  
PROJECT NUMBER E20-01**

**SUMMARY**

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

- i) Award of a construction contract in the amount of \$2,374,323 to PALP, Inc. dba Excel Paving Company ("Excel") for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project ("Project");
- ii) Award of a professional services agreement to RDM International, Inc. ("RDM") for a lump sum amount of \$178,004 for engineer of record construction administration services, onsite technical services, and materials testing for the Project;
- iii) Approval of a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of \$75,000; and,
- iv) Approval of a project contingency of \$120,000.

**BACKGROUND**

Taxiway Delta 7 Connector was identified as requiring rehabilitation based upon a low Pavement Condition Index ("PCI") value of 36. This indicates the pavement is in very poor condition, which can be attributed to fatigue from aircraft and the age of pavement.

Similarly, the Taxiway G Infield area has low PCI values ranging from 41-55 and warrants rehabilitation.

The Delta Ramp area is utilized for Remaining Overnight ("RON") operations for commercial aircraft when parking at the passenger terminal gates is unavailable. The PCI for the existing ramp area is 61 and requires rehabilitation. The area north of the ramp is an unimproved lot currently outside of the Airfield Operations Area but identified as a viable extension of the RON area. Currently, this area is utilized for tenant short-term lease opportunities and as a construction staging and laydown area for other construction projects.

## PROJECT DETAILS

The Authority engaged RDM to develop design documents for the Project based on FAA requirements for Airport Improvement Program ("AIP") grants. The proposed rehabilitation detailed in the design consists of the following:

Taxiway D7 Connector – The pavement requires rehabilitation of 8" full-depth pavement replacement in the keel section, and replacement of 3" elsewhere within the limits of the connector. This design addresses the aircraft fleet mix in the area of the airport where the heavier weight aircraft of air cargo operators creates a need to strengthen the pavement.

Taxiway G Infield – The design of this rehabilitation will remove and replace the existing pavement to a depth of 3". Testing of the underlying material gave information on the strength of the soil which allowed the engineer to determine that a "mill and fill" rehabilitation is appropriate to meet FAA design life criteria. Although this portion of the airfield is within the movement area system, it is designed to see only emergency aircraft use and thus has allowed service for more than 30 years. This design also addresses a permanent pavement repair adjacent to an abandoned utility pad.

Delta Ramp Rehabilitation and Extension – The design of this area located on the northwest quadrant of the airport is for both a rehabilitation of the existing asphalt and the development of additional ramp space on an adjacent undeveloped parcel. The design also considers the maximization of the ramp to accommodate both Design Group 3 and Group 4 aircraft. The final design provides six remote parking positions for Group 3 aircraft and two of those positions may be utilized for larger Group 4 aircraft. The remote parking positions will not be used for the loading or unloading of passengers.

## PROCUREMENT (SOLICITATION/BID EVALUATION/RECOMMENDATION FOR AWARD)

Staff initiated the construction bid process on May 1, 2020, by posting bid documents on PlanetBids and advertising in the Dodge Construction News and other local newspapers, and by posting the bid opportunity on the Internet and in the Burbank, Glendale and Pasadena city halls. Five bids were received on June 1, 2020, with the following results:

CONTRACTOR	BID	DBE%
PALP, Inc. dba Excel Paving Company (Long Beach, CA)	\$2,374,322.65	16.6%
Sully-Miller Contracting Company (Orange, CA)	\$2,635,004.00	
C.A. Rasmussen, Inc. (Valencia, CA)	\$2,690,039.87	
All American Asphalt (Corona, CA)	\$2,845,539.55	
Granite Construction (Watsonville, CA)	\$2,894,002.81	

STAFF REPORT\OPERATIONS\ 08-17-2020  
AWARD OF CONSTRUCTION CONTRACT,  
AWARD OF PROFESSIONAL SERVICES AGREEMENT,  
APPROVAL OF PROJECT BUDGET FOR  
TAXIWAY D7 CONNECTOR, TAXIWAY G INFIELD, AND DELTA RAMP  
REHABILITATION AND RECONSTRUCTION PROJECT  
PROJECT NUMBER E20-01

## DBE PROGRAM

The Authority's adopted "race-conscious" Disadvantaged Business Enterprise ("DBE") program and guidelines were incorporated into the construction bid documents. The DBE goals established for the Project was 16.55%. Staff verified that the DBE goal was met by the firm that submitted the apparent low bid.

## BID EVALUATION

The bids were evaluated by the Procurement Department to determine responsiveness to the Request for Bids. Staff inspected the inventory of documentation required of each bidder and determined that all were "responsive" as 100% of the documentation requirements were received from each bidder. An additional evaluation was conducted to determine whether there were any bid anomalies, and none were found. Staff also verified that the firm that submitted the apparent low bid had attended the mandatory pre-bid field walk. All persons who attended the field walk were compliant with Los Angeles County Health guidelines for social distancing.

## CONSTRUCTION ADMINISTRATION/TESTING

Staff negotiated a detailed scope of services and fee with RDM, the designer of record, for an engineer of record construction administration services, technical services, and materials testing services. These services include site visits, weekly progress meeting participation, materials compliance testing (quality assurance), compaction testing, non-compliance reporting, corrective actions follow up, and FAA Acceptance Testing Summary reporting. Staff believes the proposed value of the services in the amount of \$178,004 is reasonable based upon the defined scope. This amount was arrived at consistent with the procurement process outlined in applicable FAA guidance.

## CONSTRUCTION MANAGEMENT/CONTRACT ADMINISTRATION

Project and construction management, field coordination, and stakeholder communication will be provided by the Engineering and Operations Departments. Azrial Consulting will provide AutoCAD and site reference services. The proposed total not-to-exceed budget for all services is \$75,000. Azrial Consulting provides services to the Authority on an as-needed basis via an ongoing time and materials contract.

## SCHEDULE

The contractor's performance period is 120 calendar days and Staff shall issue a Notice to Proceed as soon as possible following Commission approval and receipt of all contractual prerequisites.

The contract allows for work seven days a week.



## OPERATIONS IMPACTS

Staff will communicate with the Airlines, Air Traffic Control Tower, FBOs, and other stakeholders to provide regular project status and schedule updates. Completion of the Project will require short-term closure of several movement areas. Any closures that impact runways will be limited to the time between 10:30 pm – 6:30 am, and runways will be re-opened for use each day. To minimize the risk of the Project impacting regular airport operations, any failure to complete work necessary to re-open the taxiway prior to the 6:30 am deadline subjects the contractor to substantial liquidated damages assessed based on minutes of delay.

## ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to the Project and determined that the 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.

Additionally, in accordance with the National Environmental Protection Agency (NEPA) requirements for federally funded projects, a Categorical Exclusion (Cat Ex) was filed with the FAA and approved.

## BUDGET APPORTIONMENT

CATEGORY OF WORK	AMOUNT	% of COSTS
Construction	\$ 2,374,323	78%
Construction Administration/Testing	\$ 178,004	6%
Construction Management/Contract Administration	\$ 75,000	2%
Project Contingency	\$ 120,000	4%
<b>Construction Total</b>	<b>\$ 2,747,327</b>	<b>90%</b>
Project Formulation Costs*	\$ 304,786	10%
<b>Project Total</b>	<b>\$ 3,052,113</b>	<b>100%</b>

\* On December 16, 2019, the Commission awarded RDM a \$369,535 professional services agreement for design services, approved a \$37,000 design management and administration budget, and approved a \$60,000 project aggregate contingency for a total project formulation amount of \$466,535.

## BUDGET IMPACTS

The adopted FY 2021 budget includes appropriations for the Project in the amount of \$2,295,000 to be funded with an AIP grant for 80.59% of the project costs, with the remaining sponsor match of 19.41% from allocated CARES Act funds. Based on bids received, the proposed FY 2021 expenditures exceed the budget appropriations by \$452,000. After receipt of bids, the updated total project cost of \$3,052,113 was submitted to the FAA in a final AIP grant application. The grant application includes reimbursement of project formulation costs in the amount of \$304,786 for design and design management services previously approved by the Commission and already complete. In discussions with the local FAA office, Staff anticipates the AIP grant will be issued in late August for the revised cost. Staff is presenting the Project to the Committee for its recommendation subject to the receipt of the AIP grant. The Project will be presented to the Commission for consideration once the grant funding is received.

## STAFF RECOMMENDATIONS

Staff seeks a Committee recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$2,374,323 to Excel for the Project;
- ii) Award a professional services agreement to RDM for a lump sum amount of \$178,004 for engineer of record construction administration services, onsite technical services, and materials testing for the Project;
- iii) Approve a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of \$75,000; and,
- iv) Approve a project contingency of \$120,000.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
AUGUST 17, 2020**

**PROFESSIONAL SERVICES AGREEMENT  
MARKETING AND BRAND SUPPORT SERVICES**

**SUMMARY**

Staff seeks 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 marketing and brand-support services for the Authority’s FY 2021 marketing program. The total expenditure under the proposed Agreement, copy attached, will not exceed \$60,000 and all services completed within FY 2021.

With the impact the COVID-19 pandemic has had on travel demand, 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**

In addition to assisting Staff with air service development, Anyone Collective has been providing marketing and brand support services to the Authority since 2015. Since the development of the brand “Hollywood Burbank Airport” (“Airport”), Anyone Collective has worked closely with Staff to implement the Authority’s branding and marketing strategy to gain market recognition of the Authority’s brand name and stimulate passenger growth and preference utilization of the Airport.

In FY 2020, Anyone Collective was retained to continue its services to support the Authority in the development and implementation of a strategic marketing communications plan. The deliverables included the creation of print and digital advertising campaigns; purchase, placement, and analytics evaluation of those ads; remake and maintenance of the Hollywood Burbank Airport website; collaboration with the Authority’s ground transportation partners in the promotion of their products and services; design and production of Airport-wide signage and artwork as needed; and participation at air service development meetings with Staff at airline headquarters.

**PROPOSAL DETAILS**

The impacts of the COVID-19 pandemic, and the significant decrease it has caused to the demand for air travel, airline operations, and airport revenues, have required the development of a fiscal year budget focused on the essential services required to maintain a safe and secure level of airport operations. As such, the level of services Staff recommends for consideration from Anyone Collective is to meet the most basic and essential marketing communications needs of the Authority, which are:

### **Website management**

The Hollywood Burbank Airport website has the largest outreach of all the Authority's communication outlets and provides up to date information pertinent to current and prospective passengers. Anyone Collective will continue to provide critical technical and content management. Also, as the Authority's online parking reservation system based on this website, Anyone Collective will continue to coordinate with the system's subcontractor to ensure the program is fully operational and accessible to customers.

### **Creative design and production services**

Anyone Collective will continue to provide all departments with creative services (e.g., graphic design, artwork for signage) that align with the Airport brand for consistency in Airport image messaging.

### **Monitoring of social and digital media analytics**

The Authority's social media accounts provide data that is invaluable to current operations and future marketing efforts. Anyone Collective will continue to collect data and work with Staff to interpret, evaluate, and apply the information.

### **Strategic planning for future outreach**

Anyone Collective will collaborate with Staff in developing the Authority's marketing and advertising strategy as the Authority prepares for the recovery of airline and passenger activity.

### **BUDGET IMPACT**

Appropriations for the proposed plan are included in the adopted FY 2021 budget under Air Service Development.

### **STAFF RECOMMENDATION**

Staff recommends that the Committee recommend to the Commission the award of an Agreement to Anyone Collective for the services described above for an amount not to exceed \$60,000 and that the President be authorized to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
AUGUST 17, 2020**

**COMMITTEE PENDING ITEMS**

**Future**

1. Approval of Storage Area Network Replacement
2. Contract Amendment – MV Transportation
3. Approval of Replacement ARFF Vehicle Acquisition