



September 17, 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, September 21, 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, September 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.

A G E N D A

Monday, September 21, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. August 17, 2020

[See page 1]

4. Contracts and Leases

a. Award of Contract

Aircraft Rescue Firefighting ("ARFF") Vehicle Replacement

- Staff report attached

[See page 4]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award an ARFF Vehicle Purchase Contract and related Purchase Order in the amount of \$808,912.33 to Rosenbauer Minnesota, LLC for a Rosenbauer Panther 4x4 Aircraft Rescue Firefighting vehicle with a no later than August 31, 2021, delivery date.

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. Contract Amendment – MV Transportation

- No staff report attached

Staff will advise the Committee on the discussions with MV Transportation, the Authority's contracted shuttle service provider, regarding the terms of the current agreement, and a proposal to amend the agreement to reflect a reduced scope, size of fleet and on-call services.

b. Committee Pending Items

[See page 7]

6. Adjournment

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

MONDAY, AUGUST 17, 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 Devine.

ROLL CALL

Present: Commissioners Devine (via teleconference) and Brown

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony DeFrenza, Director of Engineering and Maintenance; Nerissa Sugars, Marketing Communications and Air Service Manager

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

2. Public Comment There were no public comments.

3. Approval of Minutes

a. May 18, 2020 Commissioner Brown moved approval of the minutes of the May 18, 2020 meeting, seconded by Commissioner Devine (via teleconference). There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0).

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 presented to the Committee a recommendation for Commission approval for i) Award of 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 an 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.

This project addresses the paving of specific areas located in the area north of the ramp, an unimproved lot outside of the Airfield Operations Area. The Delta Ramp area is utilized for Remaining Overnight operations for commercial aircraft when parking at the passenger terminal gates is unavailable. The existing ramp area requires rehabilitation along with the development of additional ramp space on an adjacent undeveloped parcel.

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.

Motion

Commissioner Brown moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0).

b. Professional Services Agreement – Marketing and Brand Support Services

Staff presented to the Committee a recommendation for Commission approval 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 will not exceed \$60,000 and all services will be completed within FY 2021.

The Agreement to Anyone Collective is to meet the most basic and essential marketing communications needs of the Authority, which include, website management, creative design and production services, monitoring of social and digital media analytics, and strategic planning for future outreach.

Motion

Commissioner Brown moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0).

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 8:43 a.m.

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

**AWARD OF CONTRACT
AIRCRAFT RESCUE FIREFIGHTING ("ARFF")
VEHICLE REPLACEMENT**

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award an ARFF Vehicle Purchase Contract and related Purchase Order in the amount of \$808,912.33 to Rosenbauer Minnesota, LLC ("Rosenbauer") for a Rosenbauer Panther 4x4 Aircraft Rescue Firefighting ("ARFF") vehicle with a no later than August 31, 2021, delivery date.

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

The Authority currently owns and operates a fleet of four ARFF vehicles. The fleet is comprised of one 2003 Oshkosh ARFF vehicle, one 2007 Rosenbauer ARFF vehicle, one 2011 Rosenbauer ARFF vehicle, and one 2015 Rosenbauer ARFF vehicle. The equipment is primarily used for aviation-related crash, fire and rescue response operations at the Hollywood Burbank Airport. The Authority also owns several additional pieces of apparatus including emergency medical response vehicles and utility vehicles.

The Federal Aviation Administration ("FAA") requires a specific level of fire suppression capability at airports. This level of fire suppression is described as an "Index" level. Index levels range from level A to level E and are determined by the fuselage length of the longest air carrier aircraft with five or more daily departures. Hollywood Burbank Airport is considered an Index "C". This means that the longest air carrier aircraft with five or more daily departures are aircraft fuselage lengths that are at least 126 feet long but less than 159 feet long.

For airports that have an Index level "C", the FAA requires that the airport have operational at least two fire suppression vehicles with the following characteristics:

- One vehicle carrying at least 500 pounds of sodium-based dry chemical or Halotron.
- One vehicle carrying an amount of water and commensurate quantity of aqueous form filming foam ("AFFF") so that the total quantity of water for foam production carried by both vehicles is at least 3000 gallons.

The Authority currently provides a greater-than-minimum response for aircraft incidents, by providing sufficient staffing to allow three ARFF vehicles to respond. When an alert involving an aircraft is issued, the Airport Fire Department responds with three of its ARFF vehicles, if at least three of the vehicles are mission ready. While this response is in excess of the FAA minimum standards, responding with three ARFF vehicles allows staging of the

vehicles along the length of the runway, and provides for a faster and higher response level while ensuring fire protection on all sides of the aircraft with a fast extinguishment if a fire is involved. Staff strongly believes that this high level of response is warranted and desirable.

The Authority maintains a fourth ARFF vehicle in reserve. The reserve vehicle ensures that the Airport will always be at index and able to operate, if one or two of the vehicles are inoperative due to mechanical problems, or during those time periods where preventative maintenance is being performed.

The National Fire Protection Association ("NFPA"), the FAA, and the original equipment manufacturers recommend a tactical, useful life of approximately ten years for ARFF apparatus. Equipment older than ten years must be constantly evaluated for performance, with FAA Guidelines specifying that all firefighting systems should be replaced or extensively remanufactured in the 10 to 15-year life range.

The seventeen-year-old Oshkosh ARFF vehicle has simply reached the end of its service life.

PROCUREMENT

A Request for Bids ("RFB") was issued on April 30, 2020, in accordance with FAA guidance per Advisory Circular 150/5220-10E ("AC"). In addition to posting on PlanetBids, the competitive opportunity was advertised in the Los Angeles Times, the ACI-NA, AAAE, and ACCOnline websites, as well as the cities of Burbank, Glendale, and Pasadena's websites.

Staff solicited bids using the Request for Bid ("RFB") process as outlined by FAA guidelines for equipment acquisition utilizing Airport Improvement Program ("AIP") funds, with an FAA reviewed and pre-approved RFB package.

Staff held a mandatory pre-bid teleconference on May 6, 2020, with three manufacturers attending. All three manufacturers that participated in the pre-bid teleconference submitted responses by the bid deadline.

The manufacturers were instructed to bid a three-part Bid Schedule (Schedules A, B and C):

- Bid Schedule A stated the proposed base vehicle price;
- Bid Schedule B was separated by unit pricing Line Items for ancillary but necessary equipment; and
- Bid Schedule C was for alternates that were desired to be included in the new vehicle but were not mandatory for its desired function.

The three Bid Schedules were developed in this manner because AIP/PFC funding cannot be used for the acquisition of "ancillary" but required aftermarket equipment, such as radios, ladders, hose, flashlights, and fire extinguishers. The base vehicle price in Bid Schedule A will be funded by an FAA grant under the AIP Program. Items included in Bid Schedules B and C must be purchased using Authority funds.

Award for the project was based on the lowest responsive, responsible bidder for Bid Schedules A and B only. Bid Schedule C would be considered based on price for these extra components and the reasonableness of the proposed prices.

Bids were received electronically via PlanetBids on June 1, 2020, at 4:00 p.m. with the following results:

<u>MANUFACTURER</u>	<u>(BASE VEHICLE) BID SCHEDULE A</u>	<u>(ANCILLARIES) BID SCHEDULE B</u>	<u>BID PRICE</u>
Rosenbauer Minnesota, LLC	\$753,166.26	\$55,294.04	\$808,460.30
E-One, Inc	\$783,984.44	\$57,347.00	\$841,331.44
Oshkosh Truck Corp.	\$842,850.23	\$55,049.00	\$897,899.23

Staff reviewed and clarified the bid submittals, and all three contractors, Rosenbauer, E-One, and Oshkosh were deemed to be responsive in accordance with the vehicle specifications of the revised FAA Advisory Circular No. 150/5220-10E. Rosenbauer's Bid Schedule C price of \$452.03 has been deemed reasonable and is included in the proposed award value should the Commission approve the award.

These results, along with the supporting documentation and Staff's recommendation were delivered to FAA for its review on June 8, 2020.

On June 8, 2020, Staff received electronically a letter from FAA stating that it concurred with Staff's recommendation to proceed with the award of contract to Rosenbauer Minnesota, LLC.

BUDGET

Appropriations in the amount of \$875,00.00 for this acquisition are included in the FY 2020/2021 Facility Improvement (Capital) budget. The base vehicle acquisition of \$753,166.26 is being funded through an Airport Improvement Program ("AIP") grant with the local sponsor match and ancillary equipment of \$55,746.07 funded through an additional allocation of CARES Act funding for AIP Grant awards.

SCHEDULE

Per the terms of the RFB, the specified ARFF vehicle must be fabricated and delivered to the Authority within 365 days from the date the Notice to Proceed is issued.

STAFF RECOMMENDATION

Staff seeks the Operations and Development Committee's recommendation to the Commission that it authorize Staff to issue a Purchase Order to Rosenbauer Minnesota, LLC for a Rosenbauer Panther 4x4 ARFF vehicle in the amount of \$808,912.33 with a projected delivery date of no later than August 31, 2021.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 21, 2020**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Acquisition of Body Cameras (APD)
2. Award of Contract - Acquisition of Replacement Storage Array