



October 15, 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, October 19, 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, October 19, 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, October 19, 2020

1. Approval of Agenda

2. Public Comment

3. Approval of Minutes

a. October 5, 2020

[See page 1]

4. Contracts and Leases

a. Allied Universal Contract Amendments

- Staff report attached

[See page 3]

Staff seeks a recommendation of the Operations and Development Committee ("Committee") to the Commission to approve amendments to contracts with Universal Protection Service LP dba Allied Universal for airport security/traffic control services and airport consumer item inspection services. The proposed amendments address staffing needs due to the impacts of COVID-19 and extend the term of each contract by one-year. The compensation limit for the extension period will be \$974,413 for the airport security/traffic control services contract and will be \$113,568 for the airport consumer item inspection services contract. The latter service is fully reimbursable by the in-terminal concessionaires.

Subject to the recommendation of the Committee, this item has been also placed on the agenda for Commission consideration at its meeting immediately following the Committee's meeting.

5. Items for Information

a. MV Transportation

- ***No staff report attached***

Staff will update the Committee on the results of the negotiations with MV Transportation and the alternate plans for on-call shuttle service.

b. Committee Pending Items

[See page 13]

6. Adjournment

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

MONDAY, OCTOBER 5, 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),
Kennedy (via teleconference) and Brown.

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Kimberley Polito, Director, Information and
Communications Technologies; Ray Hunting,
Manager, Airport Security

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

2. Public Comment There were no public comments.

3. Approval of Minutes

a. September 21, 2020 The minutes of the September 21, 2020 meeting were approved as submitted by Commissioner Devine (via teleconference). There being no objection, the minutes were approved (3-0).

4. Contracts and Leases

**a. Award of Contract -
Acquisition of Replacement
Storage Array** Staff presented to the Committee a recommendation for Commission approval for the purchase and installation of two Tegile IntelliFlash T4200 Hybrid Storage Arrays, also known as Storage Area Networks ("SANs"), to replace two current SANs that will soon be reaching their end of life and will no longer be supported by the manufacturer.

The aggregate cost for the acquisition and installation of these SANs is \$123,015.42. Appropriations, in the amount of \$75,000, were included for this project in the adopted FY 2020/2021 budget. The shortfall of \$48,015.42 in appropriations, subject to budget performance in the fiscal year, is to be supported by the carryover of CARES Act funds from FY 2020.

Motion

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

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

5. Items for Information

a. Committee Pending Items

Staff provided an update to the Committee on the negotiation status of the contract extension to the Professional Services Agreement with Universal Protection Service LP dba Allied Universal.

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
OCTOBER 19, 2020**

ALLIED UNIVERSAL CONTRACT AMENDMENTS

SUMMARY

Staff seeks a recommendation of the Operations and Development Committee (“Committee”) to the Commission to approve amendments, copies attached, to contracts with Universal Protection Service LP dba Allied Universal for airport security/traffic control services and airport consumer item inspection services. The proposed amendments address staffing needs due to the impacts of COVID-19 and extend the term of each contract by one-year. The compensation limit for the extension period will be \$974,413 for the airport security/traffic control services contract and will be \$113,568 for the airport consumer item inspection services contract. The latter service is fully reimbursable by the in-terminal concessionaires.

Subject to the recommendation of the Committee, this item has been also placed on the agenda for Commission consideration at its meeting immediately following the Committee’s meeting.

BACKGROUND

The services covered under these contracts include the following:

- (i) Airport security as defined in the Security Directive issued by the Transportation Security Administration (“TSA”) requiring airport sponsors to provide “positive control” and identification of each person needing access to the secured area of the airport. This requires 24/7 staffing of two airfield checkpoints.
- (ii) Traffic control of the airport loop road from the crosswalk at the short-term parking structure to past Terminal B to minimize traffic congestion, improve vehicular flow, manage vehicle activity along the terminal curb front and ensure pedestrian safety.
- (iii) Airport consumer item inspection of any and all commercial merchandise and consumables for sale and/or use by screened individuals within the sterile area of the terminal for any prohibited item as well as allowing entry in this area by approved security identification display area badge holders. This specific service is fully reimbursable by the in-terminal concessionaires, MCS Burbank LLC (food and beverage) and HG Burbank JV (news and gifts).
- (iv)

Allied Universal has been providing these services at the Airport for the past three years and is in good standing in meeting these requirements.

BUDGET IMPACT

Appropriations for these services are included in the adopted FY 2021 budget. Funding for services scheduled to occur in FY 2022 will be requested during subsequent budget year. If, during FY 2021, there is a significant increase in passenger and traffic activity which requires additional staffing hours, Staff will return to the Committee and Commission to seek additional authorization.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission for approval of the proposed amendments to the Allied Universal contracts for airport security/traffic control services and airport consumer item inspections services, and for authorization for the President to execute the same.

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal)**

THIS AMENDMENT NO. 1 ("First Amendment") to the October 15, 2018 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP d.b.a. Allied Universal Security Services ("Consultant"), a California Limited Partnership, is dated October 19, 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: airport consumer item inspection services.

B. The parties desire to amend the Agreement to: (i) provide for a one-year extension; and (ii) set the staffing level and compensation limit for the extension period.

NOW, THEREFORE, the parties agree as follows:

1. Amendment of Section 1. Paragraph (B) ("Contract Amount") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"(F) 'Contract Amount': Four Hundred Thirty-Five Thousand Fifty-Two Dollars and Eighty Cents (\$435,052.80)."

2. Amendment of Section 1. Section 1 ("Definitions") of the Agreement is amended by adding a new paragraph (I) to read as follows:

"(I) 'Supplemental Rate Sheet': the fee schedule set forth in the attached Exhibit E.

3. Amendment of Section 3. Section 3 ("Term") of the Agreement is amended to read as follows:

"3. Term.

A. This Agreement shall commence on October 16, 2018 and shall remain in full force and effect until October 31, 2021 unless terminated by either party pursuant to paragraph (B) below. The period from October 16, 2018 through October 31, 2020 shall be known as the 'Base Period'. The period from November 1, 2020 to October 31, 2021 shall be known as the 'Extension Period'."

B. If Consultant breached this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 30 days prior written notice to the other party."

4. Amendment of Section 4. Paragraph (A) of Section 4 ("Compensation") of the Agreement is amended to read as follows:

"(A) The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Rate Sheet for the Base Period and according to the Supplemental Rate Sheet for the Extension Period. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Amount. In no event shall the compensation payable to Consultant for the Services during the Extension Period exceed One Hundred Thirteen Thousand Five Hundred Sixty-Eight Dollars (\$113,568)."

5. Addition of Exhibit E. The attached Exhibit E is added to the Agreement.

6. 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.

TO EXECUTE THIS FIRST AMENDMENT, the parties have caused their duly authorized representatives to sign below.

Universal Protection Service, LP
d.b.a. Allied Universal Security Services



General Partner

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

Burbank-Glendale-Pasadena Airport Authority

Ross Selvidge, Ph.D., President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

EXHIBIT E
Supplemental Rate Sheet

(attached)

Security Service

NAME	WEEKLY HOURS	Regular Hourly Rate	HOLIDAY RATE	WEEKLY	MONTHLY	ANNUALLY
Alpha 6	70	\$ 31.20	\$ 49.92	\$ 2,184.00	\$ 9,464.00	\$ 113,568.00
Bravo 5 (As needed)	0	\$ 31.20	\$ 49.92	\$ -	\$ -	\$ -
TOTAL Hours	70.00					
<i>*Budget may adjust based on weekly requested hours including holiday and operational needs.</i>			Total	\$2,184.00	\$9,464.00	\$113,568.00

**AMENDMENT NO. 2 TO
PROFESSIONAL SERVICES AGREEMENT
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal)**

THIS AMENDMENT NO. 2 ("Second Amendment") to the October 13, 2017 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and Universal Protection Service, LP d.b.a. Allied Universal Security Services ("Consultant"), a California Limited Partnership, is dated October 19, 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: airport security and traffic control services.

B. The parties executed an April 15, 2019 Amendment No. 1 ("First Amendment") to the Agreement to expand the scope of services and increase the contract price.

C. The parties desire to amend the Agreement to: (i) provide for a one-year extension; and (ii) set the staffing level and compensation limit for the extension period.

NOW, THEREFORE, the parties agree as follows:

1. Amendment of Section 1. Paragraph (F) ("Contract Limit") of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"(F) 'Contract Limit': Four Million Seven Hundred Twenty-Two Thousand Seven Hundred Sixty-Two Dollars and Forty-Four Cents (\$4,722,762.44)."

2. Amendment of Section 1. Section 1 ("Definitions") of the Agreement is amended by adding a new paragraph (P) to read as follows:

"(P) 'Supplemental Rate Sheet': the fee schedule set forth in the attached Exhibit E.

3. Amendment of Section 3. Section 3 ("Term") of the Agreement is amended to read as follows:

"**3. Term.** The term of this Agreement shall be as follows: November 1, 2017 - October 31, 2018 (Year 1), November 1, 2018 - October 31, 2019 (Year 2), November 1, 2019 - October 31, 2020 (Year 3), and November 1, 2020 - October 31, 2021 (Extension Period)."

4. Amendment of Section 4. Paragraph (A) of Section 4 ("Compensation") of the Agreement is amended to read as follows:

"(A) The Authority shall compensate Consultant for performance of the Services, and Consultant agrees to accept as full satisfaction for such work, payment according to the Rate

Sheet for Years 1-3 and according to the Supplemental Rate Sheet for the Extension Period. In no event shall the compensation payable to Consultant under this Agreement exceed the Contract Limit. In no event shall the compensation payable to Consultant for the Services set forth in Exhibit "A-1" exceed Two Hundred Twenty Thousand, Five Hundred Dollars and Zero Cents (\$220,500.00) between May 1, 2019 through October 31, 2020. In no event shall the compensation payable to Consultant for the Services during the Extension Period exceed Nine Hundred Seventy-Four Thousand Four Hundred Thirteen Dollars and Forty-Four Cents (\$974,413.44)."

5. **Addition of Exhibit E.** The attached Exhibit E is added to the Agreement.

6. **Preservation of Agreement.** Except as expressly modified by this Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

TO EXECUTE THIS SECOND AMENDMENT, the parties have caused their duly authorized representatives to sign below.

Universal Protection Service, LP
d.b.a. Allied Universal Security Services



General Partner

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

Burbank-Glendale-Pasadena Airport Authority

Ross Selvidge, Ph.D., President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

EXHIBIT E
Supplemental Rate Sheet

(attached)

Security Service

NAME	WEEKLY HOURS	Regular Hourly Rate	HOLIDAY RATE	WEEKLY	MONTHLY	ANNUALLY
Airport Security Supervisor(s)	112	\$ 28.16	\$ 42.24	\$ 3,153.92	\$ 13,666.99	\$ 164,003.84
Airport Secured West Checkpoint	168	\$ 25.30	\$ 37.95	\$ 4,250.40	\$ 18,418.40	\$ 221,020.80
Airport Secured North Checkpoint	168	\$ 25.30	\$ 37.95	\$ 4,250.40	\$ 18,418.40	\$ 221,020.80
Airport Vehicle Traffic Controllers	280	\$ 25.30	\$ 37.95	\$ 7,084.00	\$ 30,697.33	\$ 368,368.00
Terminal Rover (As needed)*	0	\$ 25.30	\$ 37.95	\$ -	\$ -	\$ -
3rd PM Traffic Controller (As needed)*	0	\$ 25.30	\$ 37.95	\$ -	\$ -	\$ -
TNC Coordinator (As needed)*	0	\$ 25.30	\$ 37.95	\$ -	\$ -	\$ -
TOTAL Hours	728.00					
*Budget may adjust based on weekly requested hours including holiday and operational needs.						
			Total	\$18,738.72	\$81,201.12	\$974,413.44

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 19, 2020**

COMMITTEE PENDING ITEMS

Future

1. Airfield Lighting Vault Design (restart)
2. Award of Contract – Airfield Sweeper Acquisition
3. Award of Contract – On-call Shuttle Services
4. Award of Contract - Acquisition of Body Cameras (APD)