



February 11, 2021

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, February 15, 2021, in observance of Presidents' Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, February 15, 2021, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505 has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, February 16, 2021, 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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, February 16, 2021
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

Tuesday, February 16, 2021

1. Approval of Agenda

2. Public Comment

(For items not on the Agenda. Public Comments on specific Agenda items will be received at the time the item is presented.)

3. Approval of Minutes

a. December 14, 2020

[See page 1]

4. Contracts and Leases

a. Award of Fleet Maintenance Services Agreement
Keolis Transit Services, LLC

[See page 3]

- Staff report attached

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award a Fleet Maintenance Services Agreement to Keolis Transit Services, LLC. The proposed Agreement has a one-year base term and two one-year extension options.

5. Items for Information

a. Committee Pending Items

[See page 5]

6. Adjournment

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

MONDAY, DECEMBER 14, 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 Devine.

ROLL CALL

Present: Commissioners Brown, Devine (via teleconference) and Kennedy (via teleconference)

Absent: None

Also Present: John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director of Engineering and Maintenance

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

2. Public Comment There were no public comments.

3. Approval of Minutes

a. November 16, 2020 Commissioner Kennedy (via teleconference) moved approval of the minutes of the November 16, 2020 meeting seconded by Commissioner Brown. There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

4. Contracts and Leases

a. Award of Contract for Airfield Lighting Electrical Inspection, Testing, and On-Call Repair Services Staff sought a Committee recommendation to the Commission to award a contract for a two-year period in the amount of \$43,300 per year to Vellutini Corporation dba Royal Electric Company for quarterly airfield lighting testing and inspection services. The agreement includes two one-year extension options with an allowable 3% increase for each extension year. This contract also includes rates for on-call repair and emergency services if needed.

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 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 8:38 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 16, 2021**

**AWARD OF FLEET MAINTENANCE SERVICES AGREEMENT
KEOLIS TRANSIT SERVICES, LLC**

Presented by Anthony Defrenza
Director, Engineering and Maintenance

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to award a Fleet Maintenance Services Agreement ("Agreement") to Keolis Transit Services, LLC ("Keolis"). The proposed Agreement, copy attached, has a one-year base term and two one-year extension options.

BACKGROUND

In 2016, the Authority entered into an agreement for fleet vehicle and equipment maintenance with Keolis for a three-year base period with two one-year extensions. Upon completion of the base term and satisfied with the performance level of Keolis, the Authority exercised both extension options. This contract is scheduled to expire March 31, 2021.

Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service for the past five years. Based on an analysis by Staff, services provided by Keolis represent good value to the Authority. As Staff is planning on reviewing the Authority's fleet requirements and options for future acquisitions, Staff determined that maintaining continuity with the current fleet vehicle maintenance service provider would be of assistance in the process. Staff entered into discussions with Keolis for a replacement contract and sought to negotiate cost savings. These discussions resulted in Keolis agreeing to maintain the existing hourly rates for a 12-month period and to reduce the markup on parts and materials down to 18% from 25%.

The current labor rate is \$72.50 per hour during regular hours (non-overtime and non-holiday) for an annual expense of approximately \$145,000. The proposed Agreement maintains the fixed hourly price of \$72.50 during regular hours for the first year with the fixed hourly rate increasing to \$75.00 and \$76.50 during the first and second extension periods, respectively, if one or both extension options are exercised. Parts and materials ordered through Keolis are charged separately and will be subject to a 18% markup. In FY 2020 parts & materials cost (without markup) was approximately \$100,000. The reduction in the markup rate from 25% to 18% represents approximately a \$7,000 savings to the Authority.

BUDGET

Appropriations for the fleet vehicle maintenance services are included in the adopted FY 2021 budget and future year appropriations will be included in subsequent budget proposal requests.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission to award the proposed Agreement to Keolis and authorize the Authority President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
FEBRUARY 16, 2021**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Acquisition of Body Cameras (APD)
1. Award of Contract – Airfield Sweeper / Ramp Scrubber Acquisition