



June 17, 2021

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, June 21, 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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, June 21, 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

Monday, June 21, 2021

1. Roll Call
2. Approval of Agenda
3. Public Comment
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
4. Approval of Minutes
 - a. June 7, 2021 *[See page 1]*
5. Items for Approval
 - a. Award of Contract *[See page 3]*
Acquisition of Airfield Sweeper

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award a contract to Haaker Equipment Company in the amount of \$148,623.15 for a NiteHawk Raptor II sweeper.
 - b. Award of Contract *[See page 7]*
Designated Aviation Channeling Services

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a contract to, and authorization for the Executive Director to execute an associated purchase order with, Telos Identity Management Solutions, LLC to provide Designated Aviation Channeling ("DAC") services for approximately \$25,000 per year for a three-year term.

As the current agreement for DAC services expires at the end of this month, 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.
6. Items for Discussion
 - a. Committee Organizational Discussion

No staff report is attached. With new Commissioners assigned to Standing Committees of the Commission, this item has been placed on the agenda to provide the Committee an opportunity to discuss Committee organization and elect a Chairperson.
7. Adjournment

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

MONDAY, JUNE 7, 2021

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 8:31 a.m., by Commissioner Brown.

1. ROLL CALL

Present: Commissioners Devine (via teleconference), and Brown

Absent: Commissioner Kennedy

Also Present: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Tom Janowitz, Senior Manager, Ground Access

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

3. Public Comment There were no public comments.

4. Approval of Minutes

a. April 5, 2021 Commissioner Brown moved approval of the minutes of the April 5, 2021 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, 1 absent).

5. Items for Approval

**a. Exercise of Extension Option
Self-Park Management
Services and Valet Parking
Services** Staff sought a Committee recommendation to the Commission to exercise the first of two one-year extension options contained in the Professional Services Agreement ("Agreement") between the Airport Authority and SP Plus Corporation ("SP+") for Self-Park Management Services and Valet Parking Services.

The annual cost of services over the three-year period has been an average of \$4,100,000, which reflects the pass-through costs of labor, equipment, and a management fee. These costs are estimated by Staff as part of the annual fiscal year budget development based on forecast for parking services in consultation with SP+. Within the FY 2022 budget, Staff has

proposed a cost of \$3,770,000 for the one-year extension.

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, 1 absent).

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business, the meeting adjourned at 8:41 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 21, 2021**

**AWARD OF CONTRACT
ACQUISITION OF AIRFIELD SWEEPER**

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 contract to Haaker Equipment Company ("Haaker") in the amount of \$148,623.15 for a NiteHawk Raptor II sweeper.

BACKGROUND

The Authority owns both a 2006 Tymco sweeper and a 2009 GMC diesel sweeper that operate daily to clean airfield pavement surfaces and other airport property roads. The Tymco equipment is primarily used for sweeping airfield taxiways and runways while the GMC is used on the airfield and airport roadways. The 12-year-old GMC sweeper has reached the end of its useful life and requires frequent maintenance to maintain its operational readiness to meet the Federal Aviation Administration ("FAA") Part 139 Airport Certification requirements. Over the past three years, the cost to maintain this piece of equipment has grown significantly, averaging approximately \$10,000 per year.

Acquisition of a new sweeper utilizing Passenger Facility Charge ("PFC") revenues requires adherence to FAA regulations for procurement. Additionally, there are South Coast Air Quality Management District ("SCAQMD") requirements related to sweeper procurements. In its 2019 Memorandum of Understanding ("MOU") with SCAQMD, the Authority also has made commitments for its vehicle and equipment fleet mix regarding fuel efficiency and use of alternative fuels while meeting the operational needs of the Maintenance Department.

A Request for Bids ("RFB") was originally posted in July 2020. A number of questions were received from interested suppliers related to the specified requirements. While developing responses to the submitted questions, Staff determined that it would be preferable to withdraw the initial procurement, revise the bid package and reissue it. The revised RFB was issued in August 2020 and three bids were received in September.

Bids Received:

| | |
|---------------------------------|--------------|
| Haaker Equipment Company - | \$148,623.15 |
| DSU Peterbilt & GMC Inc - | \$187,179.12 |
| Broadway Ford Truck Sales Inc - | \$193,505.75 |

All of the bids were for the same sweeper manufacturer/model. All three equipment dealers indicated the quoted sweeper is compliant with SCAQMD Rule 1186, though the sweeper had not yet been through the required certification process.

The purpose of SCAQMD Rule 1186 is to reduce PM10 particulate matter entrained in ambient air from vehicular travel on paved roads. The rule requires that street sweepers purchased by most governmental organizations are certified by SCAQMD as PM10 compliant under the requirements of Rule 1186.

Staff contacted the manufacturer directly and the manufacturer indicated a willingness to go through the SCAQMD certification process. Staff then contacted the lowest responsive bidder, Haaker, to request that its pricing be held long enough for the manufacturer to complete the certification process. Haaker agreed to extend its pricing until the certification process with SCAQMD was completed. Earlier this month, on June 1, 2021, the manufacturer received an Equivalency Determination from SCAQMD, indicating that the NiteHawk Raptor II with the PM10 Option Package is "considered certified under the provisions of Rule 1186, subdivision (e)". Haaker confirmed that the option package specified in the determination letter from SCAQMD will be provided with the sweeper for the original bid price.

In addition to the certification required by Rule 1186, SCAQMD Rule 1186.1 requires sweepers with a gross vehicle weight rating over 14,000 pounds procured by most governmental organizations to be powered by an alternative fuel (as defined in the rule). The NiteHawk Raptor II sweeper has a gross vehicle weight rating of 12,500 and is thus not subject to Rule 1186.1. However, the RFB included an alternative fuel model (Liquid Propane Gas) specification to comply with the Authority's MOU with SCAQMD.

BUDGET

The recently adopted FY 2022 budget includes appropriations for the purchase of the sweeper utilizing funds provided through an approved PFC Application.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to award a contract to Haaker for the purchase of a Nitehawk Raptor II sweeper and to authorize the President to execute the same.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

June 1, 2021

Jim Adair
Director of Product Management – Schwarze Industries
Tracy Day
Engineering Manager – NiteHawk Sweepers
Alamo Group Inc. Companies
19713 58th Pl S
Kent, WA 98032

Subject: South Coast AQMD Rule 1186 Equivalency Determination

Dear Jim Adair / Tracy Day:

The South Coast Air Quality Management District (South Coast AQMD) has received the correspondence dated May 18, 2021 requesting Rule 1186 certification of the NiteHawk Raptor II Regenerative Air Sweeper based on the previous Schwarze SuperVac Vortex street sweeper certification.

South Coast AQMD staff has reviewed the request and, based on the information provided, concurs that when outfitted with the “PM10 Option Package” the equipment includes substantially similar material collection and dust suppression systems as a previously certified street sweeper.

Accordingly, the South Coast AQMD is hereby informing you that the NiteHawk Raptor II Regenerative Air Sweeper, outfitted with the “PM10 Option Package” indicated in the attached equipment description, is considered certified under the provisions of Rule 1186, subdivision (e).

Congratulations and our sincere thanks for your help in cleaning up the air! If you have any questions regarding this information, please contact me directly at any time.

Sincerely,

David De Boer

David De Boer
Manager, Planning & Rules
Planning, Rule Development & Area Sources
Phone: (909) 396-2329



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NiteHawk Raptor II Regenerative Air Sweeper equipment description

| MAKE | MODEL | DUST CONTROL SYSTEM |
|----------|--|--|
| NiteHawk | Raptor II Regenerative Air Sweeper ** ** Equipped with PM-10 Option Package | <ul style="list-style-type: none">• Four (4) .036 Inch Diameter Orifice Nozzles on Spray Bar• Two (2) .036 Inch Diameter Orifice Nozzles in Hopper• Two (2) .036 Inch Diameter Orifice Nozzles on Gutter Brooms• Water Pump to Provide 70 PSI Water Pressure <p><i>PLEASE NOTE THAT THE PM-10 OPTION PACKAGE DUST CONTROL SYSTEM IS DIFFERENT THAN THE STANDARD MODEL</i></p> |

** For any entity wishing to operate a NiteHawk Raptor II compliant with Rule 1186, the sweeper must be ordered with PM-10 Option Package, which includes the following:

- Front Spray bar configured with **Four (4)** 0.036-inch Orifice Spray Nozzles
- **Two (2)** Sweeper Head Spray Nozzles **Removed** from the Dust Suppression System
- 24" Whisper Wheel Fan Turbine Installed in place of Standard Hi Flow Fan Turbine
- Low Profile Brooms installed (applicable to driver side and passenger side brooms)
 - o 60 holes, 17 bristles. Bristle Dimension: 20" Length, 0.034" Thick, 0.011" Width
- Blower Vacuum System
 - o System will be tuned to an airflow rating of 6,178 CFM
 - o System will be tuned to deliver 27 HP at fan

In order to ensure compliance with Rule 1186 requirements, all certified equipment must be operated and maintained in accordance with the manufacturer's specifications. End users are responsible for ensuring that all the dust control systems are in place for each certified sweeper.

Note: The make and model of the sweeper must have the dust control system(s) specified above to comply. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 21, 2021**

**AWARD OF CONTRACT
DESIGNATED AVIATION CHANNELING SERVICES**

Presented by Ray Hunting
Manager, Security

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for award of a contract, and authorization for the Executive Director to execute an associated purchase order with, Telos Identity Management Solutions, LLC ("Telos") to provide Designated Aviation Channeling ("DAC") services for approximately \$25,000 per year for a three-year term.

As the current agreement for DAC services expires at the end of this month, 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 Authority has contracted with Telos for DAC services since 2012 to comply with the airport security regulations of the Transportation Security Administration ("TSA"), which are codified at 49 Code of Federal Regulations Part 1542. The DAC services include performing a Security Threat Assessment ("STA") and Criminal History Records Check ("CHRC") vetting of all Airport Security ID badge applicants and badge holders. The DAC services provider is responsible for sending biographical and biometric data electronically from the Authority to the TSA via secure/encrypted means, without manual intervention by the Authority's Badging Office.

Prior to the services of Telos becoming available, the Authority contracted with the American Association of Airport Executives' Transportation Security Clearinghouse ("TSC"), which then was the nation's only qualified provider of STA and CHRC services. TSC was slow and, at times even nonresponsive, in processing requested STAs and CHRCs. Telos, once authorized to provide these background check services, was tested by the Authority during a trial period in 2012. Telos's processing and responses to inquiries were found to be quicker and allow for the timely processing of applications. This is important to ensure that persons qualified to hold an Airport Security ID badge are able to report for duty in a timely matter. Upon completion of the trial period, Telos became the provider of DAC services for the Authority.

On average, the Authority's Badging Office processes approximately 80 Security ID badge application submittals per month and 65 TSA and Federal Bureau of Investigation submittals per month as part of the continual CHRC monitoring of Airport Security ID badge holders.

To date, for privacy and security measures, TSA has certified only two DAC service providers in the country. The two firms are Telos and TSC.

REQUEST FOR PROPOSALS

A Request for Proposals (“RFP”) for DAC services was issued on April 6, 2021. The deadline for written questions or requests for clarification was April 22, 2021, and the deadline for proposal submissions was April 30, 2021. Proposals were received from the two TSA-certified firms: Telos and TSC.

The two firms were both responsive proposers that met the minimum qualifications which are stated in the RFP as follows:

“Respondents will be deemed non-responsive if they, as a business, do not currently have accreditation and certification from the TSA to operate as a DAC Services Provider. Conditional acceptance, applications in process, or any status short of full operational approval as a DAC Services Provider shall not be accepted.”

PROPOSAL EVALUATIONS

A five-person in-house evaluation team performed a qualifications-based, point-based analysis consisting of a review and ranking of the technical proposals received from the two firms. The evaluation focused on the following categories, with the sum of reviewer totals being averaged for each category, for a total of 100 possible points:

- SC-1. Firm’s Experience, Background, and Past Performance: Experience providing DAC services for three similar-sized airports for at least five years.
- SC-2. Qualifications of Proposed Project Team: Capability and requisite credentials to perform all tasks. Identify key personnel’s professional background and caliber, including the qualifications of personnel assigned and similar projects they have worked on.
- SC-3. Technical Approach and Appropriate Credentials per TSA requirements: Proposed technical approach demonstrates an in-depth understanding of the TSA requirements and the ability to meet project objectives successfully.
- SC-4. Pricing was scored against a mathematical formula.
- SC-5. Full points were awarded if the Authority’s proposed contract terms and conditions were accepted.

Each firm was evaluated, and the scoring was as follows:

| | SC-1 Firm's Experience, Background and Past Performance | SC-2 Qualifications of Proposed Project Team | SC-3 Technical Approach and Appropriate Credentials | SC-4 Fee Schedule and Pricing | SC-5 DAC Services Agreement Acceptance | Total |
|------------------------------------|--|---|--|--|---|--------------|
| Weighting Factor: | 1 | 1 | 1 | 1 | 1 | |
| Maximum Points Possible | 25 | 20 | 25 | 20 | 10 | 100 |
| FIRM: | | | | | | |
| TSC | 20 | 20 | 18 | 20 | 10 | 88 |
| TELOS | 24 | 20 | 25 | 14 | 10 | 93 |

At the conclusion of the evaluation process, Telos received the highest score.

FUNDING

Appropriations for the estimated annual cost of \$25,000 for FY 2022 are included in the recently adopted budget. Costs for these services in subsequent years will be included in future budget appropriation requests.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission for award of a three-year contract to Telos for DAC services and authorization for the Executive Director to execute an associated purchase order.