



June 3, 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 7, 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 7, 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 7, 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. April 5, 2021 **[See page 1]**
5. Items for Approval
 - a. Exercise of Extension Option
Self-Park Management Services and Valet Parking Services **[See page 3]**

Staff seeks a recommendation from the Committee to the Commission that it exercise the first of two one-year extensions available under the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation. The base contract period is for three years that began on July 1, 2018 and expires on June 30, 2021. If approved, the first extension period will begin on July 1, 2021 and will expire on June 30, 2022.
6. Items for Information
 - a. Committee Pending Items **[See page 5]**
7. Adjournment

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

MONDAY, APRIL 5, 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 8:32 a.m., by Commissioner Brown.

1. ROLL CALL

Present: Commissioners Kennedy (via teleconference), and Brown

Absent: Commissioner Devine

Also Present: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Anthony Defrenza, Director, Engineering and Maintenance; Commander Jorge Martinez, Airport Police Department

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

3. Public Comment There were no public comments.

4. Approval of Minutes

a. February 16, 2021 Commissioner Kennedy (via teleconference) moved approval of the minutes of the February 16, 2021, special meeting seconded by Commissioner Brown. There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0, 1 absent).

5. Contracts and Leases

a. Exercise of Extension Option Professional Services Agreement for AutoCAD, GIS, Graphic Display and Airport Planning 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 Azrial Ltd. ("Azrial") for continued AutoCAD, GIS, graphic display, and airport planning support services.

The Agreement also allows for two one-year extension options that can be exercised up to 30 days before the expiration dates. The initial three-year base period expires on May 3, 2021, and Azrial has waived the 30-day notice requirement for the first extension option.

The Agreement requires that the hourly rate be adjusted on each anniversary date based on the applicable CPI. Accordingly, the one-year extension option increases the hourly rate to \$98.00.

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 (2-0, 1 absent).

**b. Award of Contract
Body-Worn Camera (BWC)
System**

Staff sought a Committee recommendation to the Commission to award a contract to Axon Enterprise, Inc. to supply the Airport Police Department ("APD") with forty ~~to~~ ^{to} Axon-3 cameras and first-year warranty support services in the amount of \$87,400 with an additional recurring charge for licensing, service, cloud storage and end of life program fees of \$41,853 per year for four years for a total of \$167,412. The total cost of the proposed contract over five years is \$254,812.

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 (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 8:48 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 7, 2021**

**EXERCISE OF EXTENSION OPTION
SELF-PARK MANAGEMENT SERVICES
AND
VALET PARKING SERVICES**

Presented by Tom Janowitz
Senior Manager, Ground Access

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission that it exercise the first of two one-year extensions available under the Agreement for Self-Park Management Services and Valet Parking Services ("Agreement") with SP Plus Corporation ("SP+"). The base contract period is for three years that began on July 1, 2018 and expires on June 30, 2021. If approved, the first extension period will begin on July 1, 2021 and will expire on June 30, 2022.

BACKGROUND

The Agreement was awarded to SP+ through a competitive process on May 7, 2018, with services commencing on July 1, 2018. The Agreement is for three years with two one-year extensions available to the Commission.

The overall performance by SP+ has been satisfactory with all required obligations met for self-park management and valet parking services. SP+ has also focused on parking revenue growth utilizing the services of its sub-contractor, Manchester Airport Group ("MAG"), which introduced a pre-booking parking reservation system beginning with valet parking in July 2019 and then in September 2020 for self-parking in Lot G.

The COVID-19 pandemic has negatively impacted parking operations at the Airport. SP+ has worked with Staff to address the rapidly changing environment with the closure of certain parking lots to reduce costs and reopen spaces when conditions warrant. To that end, Staff has decided to review the terms of the subcontract between SP+ and MAG to ensure the pre-booking parking reservation system is meeting the objective to maximize the revenue from the airport parking lots. SP+ is participating in this review as well as suggesting changes to meet the evolving operating environment from the pandemic. SP+ is a proactive partner with the Airport responding to the COVID-19 pandemic challenge.

The annual cost of services over the three-year period has been an average of \$4,174,111, 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. The budget will be monitored closely on a monthly basis.

STAFF RECOMMENDATION

Staff seeks a recommendation from the Committee to the Commission to exercise the first of two one-year extensions under the Agreement and authorize Staff to notify SP+ of the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 7, 2021**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract – Airfield Sweeper Acquisition
2. Award of Contract – Ramp Scrubber Acquisition