



October 14, 2021

CANCELLATION NOTICE OF A REGULAR MEETING  
AND  
CALL AND NOTICE OF A SPECIAL MEETING OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Operations and Development Committee scheduled for Monday, October 18, 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 Monday, October 18, 2021, at 8:15 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Committee may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time 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  
Monday, October 18, 2021  
8:15 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*

*When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:*

- *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.*

## AGENDA

Monday, October 18, 2021

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. September 20, 2021 [See page 1]
5. Items for Approval
  - a. Award of Professional Services Agreement [See page 4]  
Taxiway C and Shoulders Rehabilitation Design (E21-01)

***Staff seeks an Operations and Development Committee recommendation to the Commission that it:***

- ***Award a Professional Services Agreement for design and engineering services in the amount of \$199,997 to RDM, Inc. ("RDM");***
- ***Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and***
- ***Approve a design contingency of \$10,000 to address changes in the scope of design and engineering services resulting from information developed as part of the initial design development.***

***To comply with the Federal Aviation Administration FY 2022 Airport Improvement Program grant consideration schedule and provide RDM sufficient time to complete the design, subject to the recommendation from the Committee, this item has also been placed on the Commission's agenda for its consideration immediately following the Committee's meeting.***

- b. Award of Contract Amendment No. 3 [See page 8]  
Airport Solution Line Service Agreement Common Use Passenger Processing System and Related Equipment

***Staff seeks a recommendation from the Operations and Development Committee to the Commission to approve Amendment No. 3 of the Airport Solution Line Service Agreement with SITA Information Networking Computing USA, Inc. for the software upgrade and partial hardware refresh of the Common Use Passenger Processing System at the Airport. The cost of the proposed Amendment is \$1,106,008 which will be fully reimbursed by the Airlines over a 12-month amortization period upon completion and acceptance of the project by the Authority.***

***Due to the airlines' desire to implement the upgrades as soon as possible, subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda for its consideration immediately following the Committee's meeting.***

- c. Award of Amendments to Professional Services Agreements **[See page 24]**  
Allied Universal

***Staff seeks a recommendation of the Operations and Development Committee to the Commission to approve amendments to two Professional Service Agreements with Universal Protection Service LP dba Allied Universal. One Agreement is for airport security and traffic control services, and the other Agreement is for airport consumer item inspection services. The proposed amendments (i) address costs of the staffing related to the return of passenger activity during the continuing recovery from COVID-19; and (ii) extend the term of each Agreement by one-year so that each Agreement will expire on October 31, 2022.***

***The cost for the proposed amendment for airport security and traffic control services is \$1,397,655. The cost of the proposed amendment for airport consumer item inspection services is \$174,895. Airport consumer inspection services are fully reimbursable by the in-terminal concessionaires using this service. A 10% contingency has been included for each service to allow staff the flexibility to address service levels.***

***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.***

- d. Adjustments to Airport Parking Operation **[See page 33]**

***Staff seeks a recommendation from the Operations and Development Committee to the Commission to approve (i) reopening of Lot A and the Employee Lot to accommodate the increased public parking demand, (ii) increase in staffing by SP+ to service the increase in parking activity; (iii) reinstatement of parking shuttles provided by MV Transportation on a month-to-month basis from these remote parking lots, and (iv) authorization for staff to adjust parking rates up to the levels detailed in this report effective January 1, 2022.***

***Subject to the Committee's recommendation, in order to meet the parking capacity for the holiday travel season, this item has also been placed on the Commission's agenda for its meeting immediately following the Committee's meeting.***

## 6. Items for Information

- a. Committee Pending Items **[See page 35]**

## 7. Adjournment

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

**MONDAY, SEPTEMBER 20, 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 Brown and Hampton (via teleconference)

**Absent:** Commissioner Devine

**Also Present:** Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Ray Hunting, Manager, Airport Security; Tom Lenahan, Fire Chief, Airport Fire Department; Scott Kimball, Deputy Executive Director, Business and Properties, SMS, Procurement and Operations; Anthony Defrenza, Director of Engineering and Maintenance

**2. Approval of Agenda**

The agenda was approved as submitted.

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. August 16, 2021**

Commissioner Hampton moved approval of the minutes of the August 16, 2021, 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. Items for Approval**

**a. Amendment No. 1 to  
Inspection Services  
Reimbursement Agreement  
and Amendment No. 2 to  
Professional Services  
Agreement for Consumer  
Goods Inspections**

Staff sought a Committee recommendation to the Commission for approval of Amendment No. 1 to the Inspection Services Reimbursement Agreement between MCS Burbank LLC ("MCS"), HG Burbank JV ("Hudson"), and the Authority. MCS and Hudson have agreed to a revised cost-sharing formula for the security inspection of airport consumer goods. Under the proposed amendment, MCS and Hudson will split the cost equally for these services.

Staff also sought a recommendation to the Commission for approval of Amendment No. 2 to the Professional Services Agreement with Universal Protection Service

LLP dba Allied Universal for these inspection services. This amendment adds \$15,000 to cover the remainder of the contract term through October 31, 2021, bringing the total to \$128,568.

**Motion**

Commissioner Hampton (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. First Amendment to Services Agreement with the Regents of the University of California, on behalf of the UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Care**

Staff sought a Committee recommendation to the Commission for approval of a First Amendment ("Amendment") to the Services Agreement ("Agreement") with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care, for emergency medical technician continuing education and quality improvement care. The Amendment will extend the term of the Agreement by two years at a cost of \$24,245 per year with annual CPI adjustments starting in October 2022.

**Motion**

Commissioner Hampton (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).

**c. Transit Station Access License Los Angeles County Metropolitan Transportation Authority**

Staff sought a Committee recommendation to the Commission for approval of a proposed Transit Station Access License with the Los Angeles County Metropolitan Transportation Authority ("Metro") for its Metro Micro rideshare service.

This program will provide additional public transit services for the Airport's passengers arriving to and from the Airport.

**Motion**

Commissioner Hampton (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).

**d. First Extension Option  
Airport Conveyance Equipment  
Services Agreement - Elevators  
Etc., LP**

Staff sought a Committee recommendation to the Commission to authorize the execution of the first of two one-year extension options for the Airport Conveyance Equipment Services Agreement with Elevators Etc., LP. The proposed extension recommended has an effective date of December 1, 2021, through November 30, 2022. The annual cost for preventative maintenance will be increased by 4.0%, from \$78,594 to \$81,738. The hourly rates for on-call repair services will also increase by 4.0%.

**Motion**

Commissioner Hampton (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 8:50 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 18, 2021**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT  
TAXIWAY C AND SHOULDERS REHABILITATION DESIGN (E21-01)**

Presented by Anthony Defrenza  
Director, Engineering and Maintenance

**SUMMARY**

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission that it:

- Award a Professional Services Agreement (“PSA”) for design and engineering services in the amount of \$199,997 to RDM, Inc. (“RDM”);
- Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and
- Approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

To comply with the Federal Aviation Administration (“FAA”) FY 2022 Airport Improvement Program (“AIP”) grant consideration schedule and provide RDM sufficient time to complete the design, subject to the recommendation from the Committee, this item has also been placed on the Commission’s agenda for its consideration immediately following the Committee’s meeting.

**BACKGROUND**

The Pavement Condition Index (“PCI”) used by the FAA to evaluate airfield pavement conditions is calculated for all pavement sections within the Airport Operations Area. The PCI value is updated for each pavement section based on visual inspections conducted annually. When the PCI value indicates the condition of the pavement is “fair” or worse and it is determined that regular maintenance and spot repairs are no longer capable of maintaining the pavement in an acceptable condition, the area is identified for future rehabilitation or reconstruction. Other factors that may cause a pavement section to be identified for rehabilitation or reconstruction are changes in use, drainage or grade issues, age, and adjacency to areas already identified as requiring rehabilitation. Based on these factors, ten pavement sections were identified for rehabilitation in two different areas within the southwest quadrant of the airfield.

Rehabilitation of the identified areas will improve safety conditions by replacing existing low PCI value material that is fatigued or past the end of its useful life. The design process will identify the most suitable and cost-effective rehabilitation approach for each of the areas within the project scope.



## PROJECT DESCRIPTION

The project includes the following areas of work in the areas described below:

- Area 1: Taxiway C - From Runway 15-33 to Hangar 2 - this pavement experiences daily use by air cargo operators of Design Group 4 aircraft. The pavement is fatigued. Taxiway C was last rehabilitated in 2009 and the portions under consideration for rehabilitation have exceeded their useful life. In addition to the taxiway pavement, adjacent shoulders and connectors will be rehabilitated.
- Area 2: West SIDA – This section of pavement adjacent the airfield vehicle service road has a PCI value of 53 and requires rehabilitation.

## PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals (“RFQ/RFP”) on the Authority’s PlanetBids e-procurement website to 443 targeted, potential firms, and publicly advertised the competitive opportunity. Staff received two responses from qualified engineering firms. Those two firms, listed alphabetically, are:

- RDM, Inc.
- RS&H

## SELECTION PROCESS

Due to the anticipated inclusion of federal funding for this project, the selection process was governed by FAA Advisory Circular 150/5100-14E (“AC”) *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, which states: “Consultants must be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.”

## PROPOSAL EVALUATIONS

Written responses were individually evaluated by five Airport staff and were given a score based upon three selection criteria with a maximum possible score of 100 points:

- SC-1 Airport Pavement Design Experience (40 points)  
SC-2 Project Team (40 points)  
SC-3 Project Understanding (20 points)

The average scores are presented in the table below:

	SC-1	SC-2	SC-3	Total
<b>Max Points Possible</b>	40	40	20	<b>100</b>
<b>RDM</b>	38	39	18	<b>95</b>
<b>RS&amp;H</b>	33	37	18	<b>88</b>

## FEE NEGOTIATIONS

In accordance with FAA requirements, Staff was prohibited from any fee discussions with any of the proposers until after a determination of the most qualified firm was reached. Once RDM was identified as the highest scoring proposer and the detailed scope of services was established, Staff prepared an Independent Fee Estimate ("IFE") to serve as a benchmark in establishing a fair and current market value for the project. Staff requested and received an initial price proposal from RDM. At the conclusion of the negotiations, RDM submitted a revised and final fee proposal which was 7.5% higher than the IFE. AC guidelines state that engineering fees should be within 10% of the IFE at the end of the negotiation process.

In accordance with the final fee proposal, a lump sum PSA for design services with RDM in the amount of \$199,997 was finalized. The Record of Negotiations prepared by Procurement Staff and the IFE prepared by Engineering Staff was submitted to the FAA.

A separate fee for Construction Administration services (via change order to the original PSA) will be negotiated and brought back to the Committee and Commission for approval concurrent with the recommendation for the construction services contract. It is anticipated this could occur in April 2022.

## DBE PROGRAM

Certain elements of the Authority's adopted "race conscious" Disadvantaged Business Enterprise ("DBE") program and guidelines were incorporated into the proposal documents. The triennial DBE Program Goal is 13%. Based upon paperwork received from RDM, Staff anticipates the DBE participation level to exceed the goal.

## DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by the TBI Engineering Department for a not-to-exceed amount of \$20,000. This amount is approximately 10% of the engineering design costs. Engineering Staff will oversee the design process and provide constructability review to ensure the project is compatible with the Authority's requirements.

## OPERATIONAL IMPACTS

The field research required to complete the design and engineering services will either be performed at night or coordinated during the day to eliminate any operational impacts.

## FUNDING

The adopted FY 2022 budget included \$223,500 for planning, engineering and design services, and design management for the proposed rehabilitation of Taxiway C, associated shoulders, and the west SIDA area pavement.

The project is included in the Airport Capital Improvement Plan submitted to the FAA and Staff expects project costs to be funded via a combination of an AIP grant and local matching funds from a future Passenger Facility Charge application. Initially the design will be funded from airport reserves and reimbursed as "project formulation costs" when FAA issues an AIP grant, expected in summer of 2022.

#### PROJECTED COSTS:

RDM	\$199,997
Design Management/Administration	\$ 20,000
Project Aggregate Contingency	<u>\$ 10,000</u>

**Total** **\$229,997**

#### SCHEDULE

The design phase of the project will commence after the award and execution of the PSA. Construction plans and specifications for bid are anticipated to be completed in the first quarter of 2022.

#### STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it:

- Award a PSA for design and engineering services in the amount of \$199,997 to RDM;
- Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and
- Approve a design contingency of \$10,000 to address changes in the scope of design and engineering services resulting from information developed as part of the initial design development.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 18, 2021**

**AWARD OF CONTRACT AMENDMENT NO. 3  
AIRPORT SOLUTION LINE SERVICE AGREEMENT COMMON USE PASSENGER  
PROCESSING SYSTEM AND RELATED EQUIPMENT**

Presented by Thomas Henderson  
Director, Operations

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve Amendment No. 3 of the Airport Solution Line Service Agreement ("Service Agreement"), copy attached, with SITA Information Networking Computing USA, Inc. ("SITA") for the software upgrade and partial hardware refresh of the Common Use Passenger Processing System ("CUPPS") at the Airport. The cost of the proposed Amendment is \$1,106,008 which will be fully reimbursed by the Airlines over a 12-month amortization period upon completion and acceptance of the project by the Authority.

Due to the airlines' desire to implement the upgrades as soon as possible, subject to the recommendation of the Committee, this item has also been placed on the Commission's agenda for its consideration immediately following the Committee's meeting.

**BACKGROUND**

SITA, a provider of International Air Transport Association ("IATA") certified common use systems at airports worldwide, was selected through a competitive proposal process among other IATA certified CUPPS providers in January 2012. Installation of the system was completed and certified for use on March 31, 2014. The CUPPS system includes the following components: (i) common use passenger check-in system at all gates and ticket counter check-in positions; (ii) common use passenger self-service check-in units; (iii) flight and baggage information displays throughout the terminals and baggage claim areas; (iv) an audio and visual paging system in the terminals; (v) ticket counter common use bag scales; and (vi) a common use phone system that is restricted to airline use only. The cost of the project was \$9,000,000 which was paid for through a Federal Aviation Administration approved Passenger Facility Charge application.

In September 2015, the Commission approved a four-year Service Agreement with SITA at a monthly cost of \$54,389, the cost of which is charged back to airlines using the system. At the request of the airlines, in September 2019, the Commission approved Amendment No. 1, a three-year renewal of the Service Agreement, which is again charged back to the airline using the system. With the increasing challenges at that time, in February 2020, the

Commission approved, after a competitive bid process, Amendment No. 2 to acquire SITA's Gate Management System.

SITA has advised Staff that the current computer hardware and Windows operating system is at the end of its useful life. As the cost of CUPPS equipment, software and maintenance is the responsibility of the airlines, Staff met with representatives of the Airport Airline Affairs Committee ("AAAC") this past May to discuss the need to replace and upgrade the current system. SITA provided a comprehensive analysis of the condition of the CUPPS hardware and software. The primary reasons presented to the airlines for the proposed project were:

- Increased risk of a major failure due to age of the core hardware equipment which now averages 8 to 9 years;
- Core Microsoft Windows servers and databases have exceeded their mainstream end of service, and the existing extended support terminates in January 2023;
- Increased frequency of minor incidents and service disruptions, again due to the age of the equipment in the existing workstations; and
- The Windows 7 operating system support ended on January 14, 2020 and is currently supported via an extended security update until January 2023 and therefore requires a system upgrade to Windows 10.

SITA informed the airlines that the CUPPS hardware, made up of personal computer desktops, printer, and software operating system, needs replacement to prevent any potential substantial system outages and ensure continuity of operations at the Airport. As all passenger air carriers are required to utilize the CUPPS system, SITA presented two viable options to the AAAC for their review summarized as Option 1 and Option 2 below.

**Option 1, Total Cost: \$1,106,007.52:**

- Core infrastructure, including Core Network and Server hardware, Microsoft Core Server OS and SQL software license, digital audio controllers, and sound cards.
- End User terminal equipment for airline and customer facing units.
- WIN 10 software upgrades for all end user and peripheral equipment.
- VoIP telephone system upgrade.
- Paging stations microphones.

**Option 2, Total Cost: \$527,079.47**

- Core infrastructure, including Core Network and Server Hardware, and Microsoft Core Server OS and SQL software licenses.

The AAAC has advised Staff of the airlines' decision to support Option 1.

Amendment No. 3, classified as a "partial hardware refresh", reflects the changes in airline passenger processing with some of the originally installed hardware components no longer needed to support airline operations. These components will be removed.

### FUNDING

The Authority will initially provide the upfront funding for the proposed Amendment No. 3 capital costs. This cost will be repaid by the Airlines over a 12-month period starting the month after the certification and acceptance of the proposed upgrades.

### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the proposed Amendment No. 3 of the Service Agreement with SITA for the Software Upgrade and Partial Hardware Refresh of the CUPPS at the Airport.

## PARTICULARS

## AMENDMENT NO.3

Parties	SITA	Name	SITA Information Networking Computing USA Inc.
		Address	3100 Cumberland Blvd. Suite 900 Atlanta, Georgia 30339
		Address for notices	As above
		Copy to	SITA 26, Chemin de Joinville 1216 Cointrin – Geneva Switzerland
		Fax	+41 22 747 6166
		Attention	General Counsel
		Customer	Name
	Address		2627 Hollywood Way Burbank, California 91505
	Address for notices		As above
	Fax		818-557-0263
	Attention		Business, Property and Administrative Services
Recitals	A	SITA provides airport services and solutions to customers around the world and provides certain services to Customer pursuant to the Airport Solution Line Service Agreement between SITA and Customer effective as of 01 October 2015, and as amended on 01 October 2019 and 03 February 2020, collectively the “Agreement”.	
	B	Customer now wishes to engage SITA to provide a platform upgrade to WIN 10 and a partial hardware refresh.	
	C	Following, the parties now wish to amend the Agreement as set out in this amendment 3 (Amendment 3).	
Service Agreement	Airport Solution Line Service Agreement between SITA and Customer effective as of 01 October 2015 as amended on 01 October 2019 and 03 February 2020.		
Amendment No	03		
Amendment Effective Date	This Amendment is effective on the date the last Party signs the Amendment (Amendment Effective Date).		
Governing Law	State of California, USA		
SITA Reference(s)	Customer ALD/NCC	-NC/000058706	

---

Amendment Contract Number	2-00165524
Service Agreement Contract Number	1-509852833

---



1. This Amendment 3 amends the below Service Schedule as contained in Agreement:

<b>Title</b>	Airport Solution Line Service Agreement, Service Schedules for: AirportConnect Open, AirportConnect CUSS Kiosk, AirportVision, Airport Voice, IP Telephony and Voice over IP (Solution Line Service Agreement)
<b>Effective Date</b>	01 October 2015
<b>SITA Ref (C2C ID)</b>	1-509852833, 2-00159318 (Amendment 1), 2-00160780 (Amendment 2)
<b>Customer Ref (if any)</b>	None

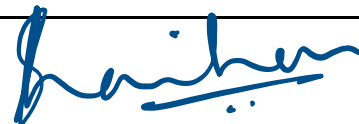
2. This Amendment 3 is effective on the date the last Party signs the Amendment (**Amendment Effective Date**). If this Amendment 3 continues after the expiry of the Agreement, the terms of the Agreement shall continue to apply to this Amendment.
3. The Amendment 3 amends the Solution Line Service Agreement as follows:
- (a) Appendix 1, attached hereto and fully incorporated herein, is now added to the Service Line Service Agreement.
  - (b) Schedule A- WIN10 Upgrade Pricing, attached hereto and fully incorporated herein, is now added to the Service Line Service Agreement
4. This Amendment 3 and its attachments constitute part of the Agreement, and the definitions in the Agreement apply to this Amendment. In the event of inconsistency between the terms of the Agreement and those of this Amendment, this Amendment will prevail.
5. All terms and conditions of the Agreement not modified by this Amendment 3 remain unchanged.
6. The Agreement, as modified by this Amendment constitutes the entire agreement between the parties with respect to the matters contemplated therein and supersedes all other representations of the parties, whether written or oral, except if fraudulently made.
7. Maintenance and Support for the equipment contained in Appendix 1 is addressed in the Agreement.

## SIGNING PAGE

The parties may sign this Amendment by electronic signature. If a party decides to sign using an electronic signature, they agree that the electronic signature applied to this Amendment is authentic, has the same force and effect as a hand-written signature and is applied by the signatory with the intent to be bound by the terms and conditions of this Amendment.

Signed for and behalf of **SITA**  
by its duly authorised representative:

Signature:



Name: Harihar Subramanian

Title: Finance Director

Date: Oct, 6, 2021

Signed for and behalf of **Customer**  
by its duly authorised representative:

Signature:

Name:

Title:

Date:

## APPENDIX 1 -

### Hardware Refresh

The following CORE equipment for CUPPS, FIDS and PAS will be upgraded:

Bill of Materials		Quantity		
Category	Equipment	On-Line QTY Replacement	Sparing QTY	Total
CUTE	CUTE PC's	81	4	85
	CUTE WIN10 Licenses	81		81
	CUTE Monitors	81	4	85
	Arm Mounts	81	4	85
	ATB/BTP Print Heads	68		68
	BTP Print Head (Delta TK302 printers)	2		2
	OCR/MSR Integrated Keyboard	2		2
	CUTE UPS Batteries (750 VA & 1500 VA)	34		34
	Document Printer		2	2
	S3/D4 PC's (includes WIN10 license)	11		11
CUSS	S3 GPP Printers	9		9
	S3 Barcode Printers	9		9
	S3 UPS	9		9
	D4 GPP Printers	2		2
	S3/D4 Screen Replacements	11		11
	S5 Kiosk WIN10 Licensing	10		10
VoIP	Cisco Business Edition 6000-Electronic SW	1		1
	Cisco Business Edition 6000M (M5)	2		2
	Cisco ISR 4331 UC Bundle, PVD4-32, UC License	5		5
	Cisco Unified Border Element (CUBE) - E-delivery	1		1
	Cisco UC Phone 7821	58	3	61

Paging	Cisco IP Phone 8811 Series	5		5
	Power Supply 30 Watt AC	1		1
	VoIP Service	LOT		
	Paging Stations	19	1	20
	Enclosures		2	2
	Paging Microphones		10	10
	Digital Audio Controller	2		2
	Sound Card	4		4
	APV DDC's	110	3	113
	32" APV Screens		24	24
FIDS	48" APV Screens (replaced 46")		1	1
	Wall Mounts for APV screens	18		18
	FIDS Workstation	1		1
	Core Servers (1 SITA FLEX On-Premise Servers (formerly AirportConnect Open), 1 Dedicated SSO)	2		2
Core Infrastructure & Network	Virtual APV/AVO Core (includes VM, ESX Failure/Servers, SAN, NAS, Licensing)	LOT		
	NAS Storage (2 CUTE, 1 VoIP)	3		3
	Tape Drive Backup	1		1
	SITA Community Internet Connectivity	1		1
	SITA Services Switches	1		1
	Access Switches (48 Port)	7		7
	Access Switches (24 Port)	12		12
	ES Switch	2		2
	ES Firewall	2		2
	KVM	1		1
	CMS Altriris License	92		92
	Symantec Endpoint Licensing	102		102
	SQL Server Standard Edition	2		2
	Microsoft SQL Server License	2		2

	Microsoft Windows Server CAL	92		92
	Microsoft Windows Server Std	6		6
	Ultrabac Suite	1		1

Any equipment not noted in the table above are not being refreshed, including:

- CUTE- Any peripherals not noted in the table above
- CUSS (S3 & D4)- Kiosk bases include any peripherals not noted in the table above
- Racks
- UPS
- VX Tracker

The project plan will be mutually agreed upon between both parties after the Project Kick Off Meeting.

#### Assumptions

- Shipping costs are included.
- The core rooms have adequate space, power, and cooling with associated maintenance contracts for the contract period.
- Customer responsible for consumables.
- Customer responsible for disposal of old equipment and current equipment (customer-owned equipment).
- WIN10 training costs included.
- Staging costs included.
- Cisco Smartnet support included for 1 year.
- The proposed taxes below include 9.5% local California sales tax which will be adjusted at time of invoice to the current local sales tax rates.
- Customer to provide storage space for equipment during the project.
- Cisco VoIP UC servers need to have Internet access directly or indirectly via a HTTPS proxy to reach Cisco Cloud SSM, unless an on-prem SSM server has been installed in BUR Airport.
- Customer is responsible for airline WAN connections.
- Assumes all airlines have compatible WIN10 CUTE and CUSS applications on the SITA platform.

## Schedule A – WIN 10 Upgrade Pricing

### 1. One-Time Charges

SITA shall invoice, and Customer shall pay to SITA the following one-time charges upon Completion. Completion is defined as when the new equipment is deployed and commissioned, airlines are actively using the system for their operations, the project is transitioned to operations for support and the Customer issues the Certificate of Completion.

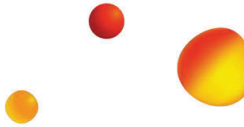
<b>Win 10 Upgrade and Hardware Refresh</b>	
Total Price Including Taxes	\$1,106,007.52



**Hollywood  
Burbank**  
Airport

## Upgrade of SITA Systems at Hollywood Burbank Airport

**SITA**



## SITA Systems Deployed at BUR Airport

- AirportConnect Open SITA CUPPS Platform – 81 Workstations
- SITA AirportConnect Kiosks – CUSS Kiosks
  - D4 Kiosks – 2x
  - S3 Kiosks – 9x
  - S5 Kiosks – 10x
- VoIP Telephony – 63x Phones
- AirportVoice – Airport PAS – 19x Paging Station
- AirportVision – Airport FIDS – 110x Displays
- Core Server and Network Infrastructure for all Systems Above



## The Reason to Upgrade

- Increased risk of the Major Failure due to age of the Core HW Equipment (in average 8-9 years old)
- Core MS WIN Server and SQL DBs are EOS mainstream and extended support will be terminated in Jan 2023
- Increased risk of high number of the minor incidents as PCs and Printers used as CUPPS Workstations are 8-9 years old
- WIN 7 Support ended on Jan 14, 2020. Actually supported just via ESU (Extended Security Updates) until Jan 2023

## Upgrade Scope of Work Option 1

- Core for CUPPS, FIDS and PAS
  - Core Network Infrastructure HW
  - Core Server Infrastructure HW
  - Microsoft Core Server OS and SQL SW Licenses
  - Digital Audio Controllers and Sound Cards
- End User Terminal Equipment
- CUPPS WKs PC + WIN 10 + Peripheral Equipment
- CUSS PCs + WIN 10 and Peripheral Equipment
- VoIP Telephony Upgrade
- Professional Services for the deployment of the solution
- Paging Stations, Microphones
- Professional Services for the Deployment

<b>Total Price</b>	\$ 1,042,828.72
<b>Taxes (Hardware Only)</b>	\$ 63,178.80
<b>Total Price Including Taxes</b>	\$ 1,106,007.52

## Upgrade Scope of Work Option 2

- Core for CUPPS, FIDS and PAS
  - Core Network Infrastructure HW
  - Core Server Infrastructure HW
  - Microsoft Core Server OS and SQL SW Licenses
- Professional serviced for the Deployment

<b>Total Price</b>	\$ 506,386.38
<b>Taxes (Hardware Only)</b>	\$ 20,693.09
<b>Total Price including Taxes</b>	\$ 527,079.47

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 18, 2021**

**AWARD OF AMENDMENTS TO  
PROFESSIONAL SERVICE AGREEMENTS  
ALLIED UNIVERSAL**

Presented by  
Edward Skvarna  
Chief, Airport Police Department and  
Director, Public Safety

**SUMMARY**

Staff seeks a recommendation of the Operations and Development Committee (“Committee”) to the Commission to approve amendments to two Professional Service Agreements (“Agreements”), copies attached, with Universal Protection Service LP dba Allied Universal. One Agreement is for airport security and traffic control services, and the other Agreement is for airport consumer item inspection services. The proposed amendments (i) address costs of the staffing related to the return of passenger activity during the continuing recovery from COVID-19; and (ii) extend the term of each Agreement by one-year so that each Agreement will expire on October 31, 2022.

The cost for the proposed amendment for airport security and traffic control services is \$1,397,655. The cost of the proposed amendment for airport consumer item inspection services is \$174,895. Airport consumer inspection services are fully reimbursable by the in-terminal concessionaires using this service. A 10% contingency has been included for each service to allow staff the flexibility to address service levels.

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 provided by Allied Universal are:

1. Airport Security as defined in the Security Directive issued by the Transportation Security Administration 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.
2. 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.

3. 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, for food and beverage and HG Burbank JV for news and gifts. Last month, the Commission approved a revised cost sharing agreement between these two concessionaires which reflected an adjustment in service levels needed for consumer good inspection services based on the recovering passenger activity levels. This revised cost sharing will continue to be effective through the term of the Agreements.

The proposed amendment for airport security and traffic control services includes the following:

1. Additional hours previously approved by the Commission in August that addressed the increase in passenger activity;
2. An increase in the hourly rate paid to line staff to address current labor market conditions for line staff; and
3. A 10% contingency, for staff to respond to unforeseen circumstances such as a greater increase in passenger activity.

The proposed amendment for consumer items inspection includes the following:

1. Retains the additional staffing hours previously approved by the Commission; and
2. A 10% contingency, for staff to respond to unforeseen circumstances such as a greater increase in demand for consumer items.

If the proposed amendments are approved, each of the Agreements will expire on October 31, 2022. Staff will issue a request for proposals for these services during the fiscal year and the incumbent will be allowed to participate.

Allied Universal has been providing these services at the Airport for the past four years and is in good standing with meeting the requirements under both Agreements.

### BUDGET IMPACT

Since the FY 2022 budget was developed, the level of passenger activity has exceeded the levels forecasted. This is in part due to the introduction and success of new air carriers serving new destinations, and the demand for leisure travel. Additionally, labor market conditions have exerted pressure with personnel recruitment and retention. This results in an estimated increased expense of \$325,000, in excess of the adopted FY 2022 budget for the security and traffic control services. The increase in cost for these services are anticipated to be covered by additional operating revenues generated from increased passenger activity. As previously mentioned, the cost for airport consumer item inspection services is fully reimbursed by the in-terminal concessionaires and there will be no impact to the budget.

As part of the extension period does fall into the next fiscal year, appropriations for these services will be included in the FY 2023 budget development.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission that it approve the proposed amendments with Allied Universal and authorize the President to execute the same.

**AMENDMENT NO. 3 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal)

THIS AMENDMENT NO. 3 ("Third 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 ("Consultant"), a California Limited Partnership, is dated October 18, 2021 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 have executed the following amendments to the Agreement (collectively, "Prior Amendments"):

1. An October 19, 2020 Amendment No. 1 to: (i) provide for a one-year extension; and (ii) set the staffing level and compensation limit for the extension period.

2. A September 20, 2021 Amendment No. 2 to increase the contract amount.

C. The parties desire to amend the Agreement to: (i) provide for a one-year extension; and (ii) set the 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': Six Hundred Twenty-Four Thousand Nine Hundred Forty-Seven Dollars and Fifty-Two Cents (\$624,947.52)."

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

"A. This Agreement shall commence on October 16, 2018 and shall remain in full force and effect until October 31, 2022 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 'Extension Period 1'. The period from November 1, 2021 to October 31, 2022 shall be known as 'Extension Period 2'."

**3. 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 Extension Period 1 and Extension Period 2. 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 Extension Period 1 exceed One Hundred Twenty-Eight Thousand Five Hundred Sixty-Eight Dollars (\$128,568). In no event shall the compensation payable to Consultant for the Services during Extension Period 2 exceed One Hundred Seventy-Four Thousand Eight Hundred Ninety-Four Dollars and Seventy-Two Cents (\$174,894.72)."

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

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

**Universal Protection Service, LP**  
**d.b.a. Allied Universal**

Print Name:

Steve Clayton

Signature:

[Signature]

General Partner

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

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Paula Devine, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation





**Proposed**

**For the period from November 1, 2021 through October 31, 2022**

**Hollywood Burbank Airport Consumer Goods Inspection**

Name	Weekly Hours	Regular Hourly Rate	Holiday Rate	Weekly	Monthly	Annually
Alpha 6	91	\$ 33.60	\$ 50.40	\$ 3,057.60	\$ 13,249.60	\$ 158,995.20
Bravo 5 (As needed)	0		\$ -	\$ -	\$ -	\$ -
<b>Total Hours</b>	<b>91.00</b>					
<b>*Budget may adjust based on weekly requested hours including holiday and operational needs.</b>			<b>Total</b>	<b>\$3,057.60</b>	<b>\$13,249.60</b>	<b>\$158,995.20</b>

Contingency (10%) \$15,899.52  
\$174,894.72

**AMENDMENT NO. 4 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal)

THIS AMENDMENT NO. 4 ("Fourth 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 ("Consultant"), a California Limited Partnership, is dated October 18, 2021 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 have executed the following amendments to the Agreement (collectively, "Prior Amendments"):

1. An April 15, 2019 Amendment No. 1 to expand the scope of services and increase the contract price.

2. An October 19, 2020 Amendment No. 2 to: (i) provide for a one-year extension; and (ii) set the staffing level and compensation limit for the extension period.

3. An August 16, 2021 Amendment No. 3 to increase the staff level and compensation limit for the remainder of the extension period.

C. The parties desire to amend the Agreement to: (i) provide for a one-year extension; and (ii) set the 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': Six Million Two Hundred Forty-Three Thousand Four Hundred Sixteen Dollars and Fifty-Four Cents (\$6,243,416.54)."

**2. 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), November 1, 2020 - October 31, 2021 (Extension Period 1), and November 1, 2021 - October 31, 2022 (Extension Period 2)."

**3. 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 Extension Period 1 and Extension Period 2. 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 Extension Period 1 exceed One Million Ninety-nine Thousand Four Hundred Thirteen Dollars and Forty-Four Cents (\$1,099,413.44). In no event shall the compensation payable to Consultant for the Services during Extension Period 2 exceed One Million Three Hundred Ninety-Seven Thousand Six Hundred Fifty-Four Dollars and Fifty-Four Cents (\$1,397,654.54)."

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

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

**Universal Protection Service, LP**  
**d.b.a. Allied Universal**

Print Name: Steve Curran  
Signature: [Signature]  
General Partner

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

**Burbank-Glendale-Pasadena Airport Authority**

Paula Devine, President

Approved as to form:

Richards, Watson & Gershon  
A Professional Corporation

Proposed

For the period from November 1, 2021 through October 31, 2022

Hollywood Burbank Airport Security and Traffic Services

Name	Weekly Hours	Pay Rate	Regular Hourly Rate	Holiday Rate	Weekly	Monthly	Annually
Airport Security Supervisor(s)	112	\$ 18.00	\$ 29.39	\$ 44.08	\$ 3,291.12	\$ 14,261.52	\$ 171,138.24
Airport Secured West Checkpoint	168	\$ 16.00	\$ 26.20	\$ 39.30	\$ 4,401.60	\$ 19,073.60	\$ 228,883.20
Airport Secured North Checkpoint	168	\$ 16.00	\$ 26.20	\$ 39.30	\$ 4,401.60	\$ 19,073.60	\$ 228,883.20
Airport Vehicle Traffic Controller AM	224	\$ 16.00	\$ 26.20	\$ 39.30	\$ 5,868.80	\$ 25,431.47	\$ 305,177.60
Airport Vehicle Traffic Controller PM	240	\$ 16.00	\$ 26.20	\$ 39.30	\$ 6,288.00	\$ 27,248.00	\$ 326,976.00
Traffic Controller Rover/Breaker	7	\$ 16.00	\$ 26.20	\$ 39.30	\$ 183.40	\$ 794.73	\$ 9,536.80
TNC Coordinator (As needed)*	0		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Hours</b>	<b>919.00</b>						
<b>*Budget may adjust based on weekly requested hours including holiday and operational needs.</b>							
				<b>Total</b>	<b>\$24,434.52</b>	<b>\$105,882.92</b>	<b>\$1,270,595.04</b>

Contingency (10%) \$127,059.50  
\$1,397,654.54

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 18, 2021**

**ADJUSTMENTS TO AIRPORT PARKING OPERATION**

Presented by Tom Janowitz  
Senior Manager, Ground Access

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve (i) reopening of Lot A and the Employee Lot to accommodate the increased public parking demand, (ii) increase in staffing by SP+ to service the increase in parking activity; (iii) reinstatement of parking shuttles provided by MV Transportation on a month-to-month basis from these remote parking lots, and (iv) authorization for staff to adjust parking rates up to the levels detailed in this report effective January 1, 2022.

Subject to the Committee's recommendation, in order to meet the parking capacity for the holiday travel season, this item has also been placed on the Commission's agenda for its meeting immediately following the Committee's meeting.

**BACKGROUND**

Due to the COVID-19 pandemic and resulting decline in activity, the Authority closed Parking Lot A, Lot C, the Valet Lot, and the Employee Lot on March 30, 2020. Employee parking was relocated to a temporary section in the Valet Lot and the courtesy shuttle services to these lots were suspended, which resulted in parking staffing reduction.

After the initial staffing reduction by SP+, parking staffing and certain lots (Valet and Lot C) were reinstated in accordance with the increased demand for public parking. With the introduction of new air carriers, new destinations and the recovery of leisure travel, Staff has determined that additional parking capacity is needed to address revised forecasted holiday travel demand. Therefore, Staff is recommending the reopening of Lot A and the Employee Lot to add capacity to the Valet operation in early November. This in turn will require expanding the courtesy shuttle services to include these two lots as well as continued service to Lot C.

The chart below depicts the estimated expense impact of the proposed actions as compared to the adopted FY 2022 budget.

Budget Line Item	FY 2022 Estimated Actuals	FY 2022 Adopted Budget	Estimated Additional Expenses
Contractual Parking Operations (SP+) - acct. #8625	\$ 4,440,000	\$ 3,770,000	\$ 670,000
Services (Shuttle Services) - acct. #8626	1,785,000	65,000	1,720,000
<b>Totals</b>	<b>\$ 6,225,000</b>	<b>\$ 3,835,000</b>	<b>\$ 2,390,000</b>

The estimated expenses in the amount of \$670,000 is for SP+ staffing to support the operations at the remote parking lots and the increase in demand for self and valet parking.

The estimated amount of expenses of \$1,720,000 for shuttle services is based on the month-to-month service rate currently provided by MV Transportation. Staff has issued a Request for Proposals for shuttle service with responses due in November. This will result in a refinement of cost which Staff will bring back to the Committee and Commission for its consideration. Pending the selection of a shuttle service provider, Staff requests authorization to utilize the services of MV Transportation on a month-to-month basis at an estimated cost of approximately \$173,000 per month plus fuel costs.

These parking operation adjustment proposals are in response the growing demand for parking capacity and the need to maintain a consistent level of customer service to the Airport's parking patrons.

The estimated additional expenses in the amount of \$2,390,000 are anticipated to be funded by (i) a proposed parking rate increase effective January 1, 2022, and (ii) favorable operating revenue performance based on the better than forecasted passenger activity.

Below are details of proposed parking rate increases.

#### PROPOSED PARKING RATE INCREASES

The following table summarizes the current parking rates and the proposed increases.

<u>Lot</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
A	\$10/Day	\$13/Day
C	\$12/Day	\$15/Day
E	\$24/Day	No Change
G	\$23/Day	No Change
Structure	\$32/Day	\$34/Day
Valet	\$24/Day	\$27/Day

The last time the Commission adjusted parking rates was in 2016 with an increase of \$1.00. The proposed rate changes would increase parking revenues by approximately \$1,200,000 for the second half of FY 2022 (January to June 2022) reduced by the City of Burbank parking tax of 12%. If the proposed rate increases are approved, Staff will undertake a public outreach program to provide sufficient notice to the public of the pending increases.

#### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the following: (i) reopening of Lot A and the Employee Lot, (ii) increase in SP+ staffing to service the increase in parking activity; (iii) reinstatement of parking shuttles provided by MV Transportation from the remote parking lots, and (iv) authorization for Staff to adjust parking rates up to the levels detailed above effective January 1, 2022.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 18, 2021**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - Parking Lot Improvements
2. Award of Contract - Flock Safety (ALPR system replacement)
3. Award of Contract - Taxilane A Rehabilitation Construction
4. Award of Contract - Airfield Lighting Vault Construction
5. Award of Contract - DVSS Extension