



November 11, 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, November 15, 2021, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. 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

REGULAR MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, November 15, 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

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.

A G E N D A

Monday, November 15, 2021

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

a. October 18, 2021 **[See page 1]**

b. September 20, 2021 **[See page 4]**

5. Items for Approval

a. Award of Construction Contract, **[See page 7]**
Award of Professional Services Agreement, and
Approval of Project Budget for
Taxilane Alpha Rehabilitation Project Number E20-02

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

- i) Award a construction contract in the amount of \$1,197,130 to All American Asphalt for the Taxilane Alpha Rehabilitation Project;**
- ii) Award a professional services agreement in the amount of \$86,665 to RDM International, Inc. for an engineer of record services, onsite technical services, and material testing;**
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$60,000 and,**
- iv) Authorize a project contingency of \$40,000.**

b. Award of Construction Contract, **[See page 11]**
Award of Professional Services Agreement, and
Approval of Project Budget for
Replacement Airfield Lighting Vault

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

- i) Award a construction contract in the amount of \$4,782,907 to Aldridge Electric, Inc for a replacement airfield lighting vault;**
- ii) Award a professional services agreement in the amount of \$165,385 to Lean Engineering for an engineer of record services, onsite technical services, special inspection, and material testing;**
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$150,000;**

- iv) Authorize a project allowance for buildings permit and Burbank Water and Power fees in the amount of \$150,000;*
- v) Authorize a project allowance of \$20,000 to provide backup generators to maintain power as needed to existing hangar tenants; and*
- vi) Authorize a project contingency of \$250,000.*

6. Items for Information

a. Committee Pending Items

[See page 16]

7. Adjournment

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

MONDAY, OCTOBER 18, 2021

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 8:15 a.m., by Commissioner Brown.

1. ROLL CALL

Present: Commissioners Devine (via teleconference), Brown, and Hampton (arrived at 8:16 a.m. via teleconference)

Absent: None

Also Present: Staff: John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director of Engineering and Maintenance; Thomas Henderson, Director, Operations; Edward B. Skvarna, Airport Police Chief; Director, Public Safety; Tom Janowitz, Sr. 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. September 20, 2021 Due to Commissioner Devine's absence from the Committee meeting on September 20, 2021 and the lack of a quorum when the Committee meeting minutes were presented for approval, the September 20, 2021 Committee meeting minutes will be submitted for approval at the next Committee meeting.

5. Items for Approval

a. Award of Professional Services Agreement –Taxiway C and Shoulders Rehabilitation Design (E21-01) Staff sought a Committee recommendation to the Commission for approval of the following actions:

- Award a Professional Services Agreement for design and engineering services in the amount of \$199,997 to RDM, Inc.
- 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.

Motion	Commissioner Devine (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Hampton (via teleconference).
Motion Approved	There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).
b. Award of Contract Amendment No. 3 - Airport Solution Line Service Agreement Common Use Passenger Processing System and Related Equipment	Staff sought a Committee recommendation 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.
Motion	Commissioner Devine (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).
c. Award of Amendments to Professional Services Agreements - Allied Universal	<p>Staff sought a Committee recommendation 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.</p> <p>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.</p>

Motion	Commissioner Devine (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Hampton (via teleconference).
Motion Approved	There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).
d. Adjustments to Airport Parking Operations	Staff sought a Committee recommendation to the Commission to approve (i) reopening of Lot A and the Employee Parking 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, effective January 1, 2022.
Motion	Commissioner Hampton (via teleconference) 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 (3-0).
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.

**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: Staff: 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
NOVEMBER 15, 2021**

**AWARD OF CONSTRUCTION CONTRACT,
AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND
APPROVAL OF PROJECT BUDGET FOR
TAXILANE ALPHA REHABILITATION
PROJECT NUMBER E20-02**

Presented by
Anthony DeFrenza
Director, Engineering and Maintenance

SUMMARY

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

- i) Award a construction contract in the amount of \$1,197,130 to All American Asphalt for the Taxilane Alpha Rehabilitation Project ("Project");
- ii) Award a professional services agreement in the amount of \$86,665 to RDM International, Inc. ("RDM") for an engineer of record services, onsite technical services, and material testing;
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$60,000 and,
- iv) Authorize a project contingency of \$40,000.

BACKGROUND

Taxilane Alpha was identified as requiring rehabilitation based upon current and anticipated aircraft operations and a Pavement Condition Index ("PCI") value in the low 70s. The pavement in this area services a majority of the aircraft utilizing the airport. There is a greater concern of Foreign Object Debris ("FOD") with potential ingestion into the engines of taxiing aircraft in this highly used area. Repair efforts have maintained the condition of the pavement at a reasonable level, but these efforts are no longer effective in delaying the rehabilitation.

PROJECT DETAILS

In 2019, using a Federal Aviation Administration ("FAA") qualifications-based process, the Authority engaged RDM to develop design documents for the Project as well as the Delta Ramp, Delta 7 Connector, and Golf Infield rehabilitation. The Authority instructed the consultant to provide separate construction packages to be bid when construction funding became available for each area. The Project is to be funded by a recently approved Passenger Facility Charge ("PFC") application.

Last rehabilitated in 2010, Taxilane Alpha has an average PCI value of 72. Although a PCI value above 70 does not typically trigger a rehabilitation, it indicates that pavement degradation will accelerate, and the pavement quality is projected to degrade to a point requiring rehabilitation before 2027. With the development of a Replacement Passenger Terminal, Taxilane Alpha will be modified to accommodate the extension of Taxiway Charlie, thus the anticipated useful life of Taxilane Alpha is estimated through 2027. Recognizing that some rehabilitation work will be required in advance of demolishing Taxilane Alpha, the clearly stated objective of the Taxilane Alpha rehabilitation design was to limit the scope of rehabilitation work to only that required to maintain an acceptable quality pavement and minimize the risk of FOD.

Based on this stated objective, the designed rehabilitation includes a limited 2-1/2" grind and overlay in the heavier used areas, and a 2" grind and overlay in the remaining areas.

PROCUREMENT (SOLICITATION/BID EVALUATION/RECOMMENDATION FOR AWARD)

Staff initiated the bid process on September 7, 2021 by posting bid documents on PlanetBids. Six bids were received on October 7, 2021 with the following results:

CONTRACTOR	BID
All American Asphalt (Corona, CA)	\$1,197,129.65
PALP, Inc. dba Excel Paving Company (Long Beach, CA)	\$1,248,712.99
Sully-Miller Contracting Company (Orange, CA)	\$1,290,000.00
Griffith Company (Brea, CA)	\$1,347,243.20
C.A. Rasmussen, Inc. (Valencia, CA)	\$1,372,075.10
Granite Construction (Watsonville, CA)	\$1,499,783.30

All American Asphalt has performed satisfactorily for the Authority in the past for similar work.

BID EVALUATION

The apparent low bid was evaluated by staff and determined to be responsive. An additional evaluation was conducted to determine whether there were any bid anomalies, and none were found.

TECHNICAL SERVICES, TESTING AND INSPECTION

As the designer of record, Staff negotiated a detailed scope of services and fee with RDM to provide engineer of record services, technical services, and materials testing services. These services include site visits, weekly progress meeting participation, materials compliance testing (quality assurance), compaction testing, non-compliance reporting, corrective actions follow-up, and FAA Acceptance Testing Summary reporting. Staff believes the proposed value of the services in the amount of \$86,665 is reasonable based upon the defined scope and was arrived at consistent with the procurement process outlined in applicable FAA guidance.

CONSTRUCTION MANAGEMENT/CONTRACT ADMINISTRATION

Project and construction management, field coordination and stakeholder communication will be provided by Staff. The proposed total not-to-exceed budget for all services is \$60,000.

SCHEDULE

Staff will issue a Notice to Proceed to All American Asphalt upon Commission approval and receipt of all contractual pre-requisites.

The contract allows for work seven days a week for most areas. Construction will not begin until February 20, 2022, after the Superbowl construction moratorium has been lifted.

OPERATIONS IMPACTS

Staff will communicate with Airlines, Air Traffic Control Tower, Fixed Base Operators and all stakeholders to provide regular project status and schedule updates. Completion of the Project will require short-term closure of movement areas. Work will be completed at night to limit the disruption to airport operations. To minimize the risk of the Project impacting regular airport operations, any failure by All American Asphalt to complete work necessary to re-open movement areas at the prescribed time results in substantial liquidated damages assessed in terms of minutes of delay.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to the Project and determined that the Project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers rehabilitation of deteriorated facilities to meet current standards of public health and safety in situations where damage is not substantial and has not resulted from an environmental hazard.

Additionally, in accordance with National Environmental Protection Agency requirements for federally funded projects, a Categorical Exclusion was filed with the FAA and approved.

BUDGET APPORTIONMENT

CATEGORY OF WORK	AMOUNT	% Of COSTS
Construction	\$ 1,197,130	80%
Construction Administration/Testing	\$86,665	5%
Construction Management/Contract Administration	\$60,000	4%
Project Contingency	\$40,000	3%
Construction Total	\$1,383,795	92%
Project Formulation Costs (Design)*	\$ 113,799	8%
Project Total	\$ 1,497,594	100%

- * The award of a professional services agreement for design and associated management and administrative costs were approved by the Commission at the December 16, 2019 meeting.

STAFF REPORT\OPERATIONS\11-15-2021
AWARD OF CONSTRUCTION CONTRACT,
AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND
APPROVAL OF PROJECT BUDGET FOR
TAXILANE ALPHA REHABILITATION
PROJECT NUMBER E20-02

BUDGET IMPACTS

The adopted FY 2022 Budget includes appropriations for this project of \$1,320,000. The estimated Construction Total and anticipated fiscal year expenditures of \$1,383,786 exceed the appropriations. However, the cost of the Project will be funded through an already approved PFC Application in the amount of \$1,500,000. The estimated Construction Total plus all project costs spent to date are within the approved PFC Application.

STAFF RECOMMENDATIONS

Staff seeks a Committee recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$1,197,130 to All American Asphalt for the Taxilane Alpha Rehabilitation Project;
- ii) Award a professional services agreement in the amount of \$86,665 to RDM for an engineer of record services, onsite technical services, and material testing;
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$60,000; and,
- iv) Authorize a project contingency of \$40,000.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
NOVEMBER 15, 2021**

**AWARD OF CONSTRUCTION CONTRACT,
AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND
APPROVAL OF PROJECT BUDGET FOR
REPLACEMENT AIRFIELD LIGHTING VAULT**

Presented by
Anthony DeFrenza
Director, Engineering and Maintenance

SUMMARY

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

- i) Award a construction contract in the amount of \$4,782,907 to Aldridge Electric, Inc for a replacement airfield lighting vault (“ALV”);
- ii) Award a professional services agreement in the amount of \$165,385 to Lean Engineering for an engineer of record services, onsite technical services, special inspection, and material testing;
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$150,000;
- iv) Authorize a project allowance for buildings permit and Burbank Water and Power (“BWP”) fees in the amount of \$150,000;
- v) Authorize a project allowance of \$20,000 to provide backup generators to maintain power as needed to existing hangar tenants; and
- vi) Authorize a project contingency of \$250,000.

BACKGROUND

Originally constructed in 1984, the existing ALV has been rehabilitated and modified several times to accommodate the replacement of equipment and upgrades based on industry standards and changing technology. Although functional, many systems are outdated, and the configuration and size of the existing ALV create challenges associated with ongoing maintenance of the airfield lighting system. Lean Engineering completed an engineering assessment of the existing ALV in 2019 and recommended that it be replaced rather than undergo further rehabilitation.

PROJECT DESCRIPTION

In accordance with recommendations in the assessment of the existing ALV, a Professional Services Agreement with Lean Engineering was approved by the Commission on February 18, 2020, for the engineering and design of a replacement ALV. The prepared construction bid package incorporates a new ALV structure just north of the existing vault. The proposed replacement ALV includes an uninterruptible power supply battery system and new regulators. The revised configuration will improve the reliability and maintainability of the electrical equipment inside the new vault. The project includes a new backup emergency generator and incorporates a new utility power feed from BWP which will address power fluctuation issues and further improve the reliability of the critical airfield lighting system.

PROCUREMENT (SOLICITATION/BID EVALUATION/RECOMMENDATION FOR AWARD)

Staff initiated the bid process on August 27, 2021, by posting bid documents on PlanetBids. Four bids were received by the deadline on October 12, 2021. One of the bidders withdrew its bid after identifying an administrative error. Another bidder was deemed non-responsive due to failure to deliver a bid bond by the deadline. The remaining bids are listed below:

CONTRACTOR	BID
Aldridge Electric, Inc.	\$4,782,907
Royal Electric Co.	\$5,649,000

BID EVALUATION

The apparent low bid was evaluated by Staff and determined to be responsive. An additional evaluation was conducted to determine whether there were any bid anomalies, and none were found.

TECHNICAL SERVICES, TESTING AND INSPECTION

As the designer of record, Staff negotiated a detailed scope of services and fee with Lean Engineering to provide engineer of record services, technical services, and materials testing services and special inspection. These services include site visits, weekly progress meeting participation, materials compliance testing (quality assurance), submittal reviews, response to contractor RFIs, special inspection services, non-compliance reporting and corrective actions follow-up. Staff believes the proposed value of the services in the amount of \$165,385 is reasonable based upon the defined scope and was arrived at consistent with the procurement process outlined in applicable FAA guidance.

CONSTRUCTION MANAGEMENT/CONTRACT ADMINISTRATION

Project and construction management, field coordination and stakeholder communication will be provided by Staff from the Engineering, Maintenance, and Operations Departments. The proposed total not-to-exceed budget for all services is \$150,000.

CITY PERMITS AND BURBANK WATER AND POWER (BWP) FEES

In coordination with the assigned BWP Engineer, Staff estimates the total cost that may be due to BWP for the new power service to be \$150,000 which includes a new electrical transformer installation and cable pulls which is work that must be completed by the utility. Additionally, the \$150,000 includes the estimated cost due to the City of Burbank for the necessary building permits.

TEMPORARY HANGAR POWER ALLOWANCE

In order to install the new utility service, BWP will be required to interrupt the existing service to two airport tenants in Hangars 88 and 89. The specific duration and timing of the outage are unknown at this time. By facilitating coordination between the project contractor and BWP, Staff intends to minimize any impacts of this outage to the airport tenants. If the length or timing of the required outage is such that it cannot be reasonably accommodated

by the existing hangar tenants, the proposed \$20,000 allowance will facilitate the provision of a temporary backup generator to maintain power to the hangars if required by the tenants during the outage.

PROJECT CONTINGENCY

A project contingency of \$250,000, approximately 5% of the construction cost, is requested to address any additional costs resulting from unknown subsurface conditions or changes to scope necessitated by project conditions that are not the responsibility of the contractor.

SCHEDULE

Staff shall issue a Notice to Proceed ("NTP") following Commission approval and receipt of all contractual prerequisites. The contract allows 300 calendar days from NTP issuance for the completion of the work.

OPERATIONS IMPACTS

Staff will communicate regularly with all stakeholders to provide project status and schedule updates. The existing ALV will remain operational while the replacement structure is being constructed and commissioned. Detailed coordination with Airport Operations and the Air Traffic Control Tower is required prior to cutting over the existing airfield lighting circuits from the existing ALV to the new structure. This work will be completed one circuit at a time to limit the risk of operational impacts.

ENVIRONMENTAL REVIEW

Staff has reviewed the California Environmental Quality Act guidelines regarding exemptions applicable to this project and determined that this project is exempt pursuant to the Class 3 categorical exemption (14 C.C.R. § 15301). Among other things, a Class 3 exemption covers the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures.

Additionally, in accordance with National Environmental Protection Agency requirements for federally funded projects, a Categorical Exclusion was filed with the FAA and approved.

The entire plan set was submitted to the City of Burbank to obtain the necessary building permits and was coordinated with BWP in order to facilitate obtaining a new utility service feed.

BUDGET APPORTIONMENT

CATEGORY OF WORK	AMOUNT	% Of COSTS
Construction	\$ 4,782,907	77%
Construction Administration/Testing	\$165,385	3%
Construction Management/Contract Administration	\$150,000	2%
City Permit & BWP Fees (Allowance)	\$150,000	2%
Hangar Power (Allowance)	\$20,000	<1%
Project Contingency	\$250,000	4%
Construction Total	\$5,518,292	89%
Project Formulation Costs (Design)*	\$ 663,753	11%
Project Total	\$ 6,182,045	100%

* The award of a professional services agreement for design and associated management and administrative costs were approved by the Commission at the meeting on February 18, 2020.

BUDGET IMPACTS

The adopted FY 2022 Budget includes construction appropriations for this project of \$4,840,000. Total project formulation costs spent to date are \$663,753 of which \$37,511 were incurred in the current fiscal year. Construction phase costs anticipated to occur before June 30, 2022, are estimated to be \$3,000,000 resulting in a total FY 2022 expenditures of approximately \$3,040,000. The estimated balance of construction phase costs will carry over and budgeted into the next fiscal year.

It was anticipated that all project costs are to be funded from an approved Passenger Facility Charge ("PFC") application in the amount of \$5,497,615. However, due to the shortfall in the approved amount versus the projected cost, which includes a contingency that cannot be funded in advance through a PFC application, an amendment to the approved PFC application will be submitted at the appropriate time for the balance of the final project costs. In the interim Staff requests that Authority funds in the approximate amount of \$685,000 be authorized in the event the final project costs exceed the approved PFC application.

STAFF RECOMMENDATIONS

Staff seeks a Committee recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$4,782,907 to Aldridge Electric, Inc for the ALV replacement project;
- ii) Award a professional services agreement in the amount of \$165,385 to Lean Engineering for an engineer of record services, onsite technical services, special inspection and material testing;
- iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$150,000;
- iv) Authorize a project allowance for building permit and BWP fees in the amount of \$150,000;
- v) Authorize a project allowance of \$20,000 to provide backup generators to maintain power as needed to existing hangar tenants; and
- vi) Authorize a project contingency of \$250,000.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
NOVEMBER 15, 2021**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Flock Safety (ALPR system replacement)
2. Award of Contract - Parking Lot Improvements
3. Award of Contract - DVSS Extension