



February 3, 2022

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, February 7, 2022, 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, February 7, 2022  
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, February 7, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. January 18, 2022 *[See page 1]*
5. Items for Approval
  - a. Fleet Maintenance Services Agreement Extension *[See page 3]*  
Keolis Transit Services, LLC  
  
***Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission to authorize a one-year extension of the Fleet Maintenance Services Agreement with Keolis Transit Services, LLC.***
  - b. Award of Contract to MV Transportation, Inc. *[See page 5]*  
for Courtesy Shuttle Services  
  
***Staff seeks an Operations and Development Committee recommendation to the Commission to award a Courtesy Shuttle Services Agreement ("Agreement") to MV Transportation, Inc. for courtesy shuttle services (utilizing a CNG fleet) between Airport Parking Lots A, C, and Employee Lot to and from the Airport Terminal for a fixed-price monthly fee of \$234,797.61, plus the cost of CNG fuel. The term of the proposed Agreement is for a ten-month period from March 1, 2022, through December 31, 2022. A Request for Proposals will be issued in the spring of CY 2022 for the purposes of complying with the Authority's Air Quality Improvement Plan that requires fifty percent of the shuttle bus fleet serving the Airport be electrified by 2023.***
6. Items for Information
  - a. Committee Pending Items *[See page 8]*
7. Adjournment

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

**MONDAY, JANUARY 18, 2022**

A special meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Brown.

**1. ROLL CALL**

**Present:** Commissioners Devine (via teleconference), Brown, and Hampton (Arrived at 8:36 a.m. via teleconference)

**Absent:** None

**Also Present:** John Hatanaka, Senior Deputy Executive Director; Edward B. Skvarna, Chief of Police; Airport Police Department and Director, Public safety

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

**3. Public Comment** There were no public comments.

**4. Approval of Minutes**

**a. December 13, 2021** Commissioner Devine (via teleconference) moved approval of the minutes of the December 13, 2021, special meeting seconded by Commissioner Brown. The motion was approved (2-0, 1 absent).

**5. Items for Approval**

**a. Automated License Plate Recognition System Service Agreement** Staff sought a Committee recommendation to the Commission to award Flock Group, Inc. a two-year Service Agreement for an Automated License Plate Recognition System at a cost of \$22,500 per year plus a one-time installation fee of \$2,250 to replace the current system which has reached the end of its useful life.

**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).

**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 8:39 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 7, 2022**

**FLEET MAINTENANCE SERVICES AGREEMENT EXTENSION  
KEOLIS TRANSIT SERVICES, LLC**

Presented by Anthony Defrenza  
Director, Engineering and Maintenance

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to authorize a one-year extension of the Fleet Maintenance Services Agreement (“Agreement”) with Keolis Transit Services, LLC (“Keolis”).

**BACKGROUND**

In 2016, the Authority entered into a contract for fleet vehicle and equipment maintenance with Keolis for a three-year base period with two one-year extension options. Upon completion of the base term and being satisfied with the performance level of Keolis, the Authority exercised both extension options. In February of 2021, the Authority negotiated a new contract with Keolis. The Agreement has a one-year base term and allows the parties, by consensus, to twice extend the term for one year at a time. The one-year base term ends March 31, 2022.

Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service for the past six years. As Staff is reviewing the Authority’s fleet requirements and options for future acquisitions, Staff determined that maintaining continuity with the current fleet vehicle maintenance service provider would be of assistance in the process.

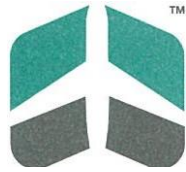
The current labor rate is \$72.50 per hour during regular hours (non-overtime and non-holiday) for an annual expense of approximately \$145,000. As presented last year, if the first extension period is approved, the fixed hourly rate would increase to \$75.00 increasing the annual labor cost to approximately \$150,000. Parts and materials ordered through Keolis are charged separately and will be subject to an 18% markup. In FY 2021 parts & materials cost (without markup) was approximately \$73,000.

**BUDGET**

Appropriations for vehicle maintenance services are included in the adopted FY 2022 Budget. Appropriations for these services in the upcoming years will be included in future budget requests.

**STAFF RECOMMENDATION**

Staff seeks a Committee recommendation to the Commission for approval of the first extension of the Agreement with Keolis.



**Hollywood  
Burbank  
Airport**

**DRAFT**

Via e-mail : Original via USPS

Ms. Sandi Hill  
**Keolis Transit Services, LLC**  
470 Atlantic Avenue  
Boston, MA 02210

**Re: Fleet Maintenance Services Agreement (P.O. A6939R1)  
dated March 15, 2021 - Exercise Extension Option No. 1**

Dear Ms. Hill:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the March 15, 2021 Fleet Maintenance Services Agreement executed by the Authority and Keolis Transit Services, LLC. As you know, pursuant to Section 2.2 of the Agreement, the Authority may exercise two, one-year extension options which would extend the term for one year at a time.

This letter serves as notice that, at its \_\_\_\_\_ meeting, the Authority Commission approved the exercise of Extension Option 1, extending the term though \_\_\_\_\_.

If you have any questions, please contact us at your convenience.

Anthony DeFrenza  
Director, Engineering and Maintenance

cc: F. Miller, BGPAA  
J. Hatanaka, BGPAA  
K. David, BGPAA  
S. Kimball, BGPAA  
A. DeHoyos, BGPAA  
V. Hollands, BGPAA

I hereby acknowledge and accept Option Extension 1 as approved by the Authority Commission:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 7, 2022**

**AWARD OF CONTRACT TO MV TRANSPORTATION, INC.  
FOR COURTESY SHUTTLE SERVICES**

Presented by Tom Janowitz  
Senior Manager, Ground Access

**SUMMARY**

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to award a Courtesy Shuttle Services Agreement (“Agreement”) to MV Transportation, Inc. (“MV”) for courtesy shuttle services (utilizing a CNG fleet) between Airport Parking Lots A, C, and Employee Lot to and from the Airport Terminal for a fixed-price monthly fee of \$234,797.61, plus the cost of CNG fuel. The term of the proposed Agreement is for a ten-month period from March 1, 2022, through December 31, 2022. A Request for Proposals (“RFP”) will be issued in the spring of CY 2022 for the purposes of complying with the Authority’s Air Quality Improvement Plan that requires fifty percent of the shuttle bus fleet serving the Airport be electrified by 2023.

**BACKGROUND**

On October 18, 2021, MV Transportation was awarded a month-to-month agreement for courtesy shuttle services expanding the service to coincide with the reopening of Lots A and the Employee Lot as well continuing service to Lot C. That month Staff also issued an RFP to procure these services for a longer-term agreement.

**PROCUREMENT**

The RFP was issued and posted on October 1, 2021 and listed on PlanetBids. Staff held a mandatory pre-proposal (virtual) teleconference on October 27, 2021, with three companies participating: First Transit, Inc. (“First Transit”); MV; and Coach Max Corp. The potential respondents were given an opportunity to ask questions regarding the RFP. All three companies submitted proposals by the submission deadline via PlanetBids. However, the proposal from Coach Max Corp. was deemed non-responsive due to their lack of experience in airport shuttle operations and not having a fleet of vehicles ready and available for the airport courtesy shuttle operation.

An evaluation team comprised of Staff from various departments analyzed the responsive submittals. Those proposals were scored on a potential 100-point system, based on specific selection criteria outlined within the RFP.



The selection criteria with related point structure from the RFP are as follows:

- SC-1: Firm's experience, background & past performance (25 points)
- SC-2: Qualifications of proposed project team (15 points)
- SC-3: Technical approach and quality (25 points)
- SC-4: Fee schedule (30 points)
- SC-5: PSA acceptance (5 points)

The results of the evaluation were as follows:

Respondent	SC-1 Firm's Exp., Background & Past Performance	SC-2 Qualifications of Proposed Project Team	SC-3 Technical Approach & Quality	SC-4 Fee Schedule	SC-5 PSA Acceptance	TOTAL POINTS	RANK
Points Available	25	15	25	30	5	100	
First Transit	23	15	24	17	5	84	2
MV Transportation	23	14	24	30	5	96	1

Breakdown of the proposed fee schedule for each parking lot by respondent is as follows:

	Item 1 - Lot A 50%	Item 2 - Lot A 100%	Item 3 - Lot C	Item 4 - Employee Lot	Emergency Svcs Hrly Rate	Monthly Price (Lot A 50%)	Monthly Price (Lot A 100%)
First Transit	\$ 205,291.22	\$ 230,484.88	\$ 128,318.50	\$ 67,103.44	\$ 107.98	\$ 400,713.16	\$ 425,906.82
MV	\$ 94,368.48	\$ 94,368.48	\$ 66,282.55	\$ 74,146.58	\$ 73.87	\$ 234,797.61	\$ 234,797.61

The lowest total proposed fee schedule for the services by month is \$234,797.61. The cost of CNG fuel will be separately invoiced monthly for fuel purchased at cost with no markup fee added.

## DETAILS

MV is the largest privately-owned transportation contract services company in North America. MV operates in 165 locations within 25 states in the U.S and works with public entities including cities, counties, transit agencies, school districts, universities and private companies performing fixed-route, paratransit, on-demand, and shuttle services. MV currently has 30 transportation service contracts in the Los Angeles area, including contracts for operation of the BurbankBus and the Glendale Beeline local transit lines.

MV provided courtesy shuttle service between the Airport's remote parking lots and Terminals from 2015 to 2020. This service was suspended in 2020 due to the impacts of the COVID-19 pandemic. As the need for remote parking lot capacity returned, as described earlier, a month-to-month agreement for courtesy shuttle services was entered into with MV.

MV will continue to utilize its fleet of CNG-powered, 18-seat ADA-compliant vehicles and dedicate them to the Airport. These vehicles seat 18 passengers with accommodations for two wheelchairs. The proposal, over the current month-to-month scope of service, includes additional supervisory staff, installation of vehicle locaters to improve service level performance and improved dispatch monitoring.

#### **BUDGET IMPACT**

At the time the FY 2022 budget was developed, \$65,000 was included in appropriations for these services as there was limited need for courtesy shuttle service due to the closure of the remote parking lots. Due to rising demand for parking capacity, Lot C was reopened in July. With the passenger activity levels continuing to return, in October 2021 Staff recommended and the Commission approved, the reopening of Lot A, as well as the Employee lot. Also approved was a temporary month-to-month courtesy shuttle service and an increase in parking rates effective January 1, 2022.

At the October 2021 presentation, Staff provided an estimate of courtesy shuttle services expenses as compared to the FY 2022 adopted budget. The chart below depicts a revised estimate of those expenses.

<b>Budget Line Item</b>	<b>Revised FY 2022 Estimated Actuals</b>	<b>FY 2022 Adopted Budget</b>	<b>Revised Estimated FY 2022 Additional Expenses</b>
Contractual Transportation Services (Shuttle Services) - acct. #8626	\$ 1,868,500	\$ 65,000	\$ 1,803,500

Staff anticipates that the increase in cost for shuttle services can be accommodated by the higher parking revenues generated from both the increase in rates and parking activity. Appropriations for courtesy shuttle services in future years will be included in subsequent budget requests

#### **STAFF RECOMMENDATION**

Staff seeks a Committee recommendation to the Commission that it award the Agreement to MV Transportation and authorize the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 7, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - DVSS Extension
2. Approval of Extension - Verdugo Fire Communications Service Agreement
3. Award of Contract - PAPI Relocation Project
4. Concept Presentation - Lot F Development