



March 17, 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, March 21, 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, March 21, 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, March 21, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. February 7, 2022 **[See page 1]**
5. Items for Approval
  - a. Award of Design-Build Contract  
Runway 8 Precision Approach Pathway Indicators Navigation Aid  
Equipment Relocation **[See page 3]**  
  
***Staff seeks the Committee's recommendation to the Commission that it:***
    - i) ***Award a design-build contract in the amount of \$385,583 to Vellutini Corporation dba Royal Electric Company ("Royal") for the design and construction services necessary to relocate the Runway 8 Precision Approach Pathway Indicators ("PAPI") navigation aid;***
    - ii) ***Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$65,000;***
    - iii) ***Authorize a project allowance for required FAA flight-checks and other required FAA services in the amount of \$65,000; and***
    - iv) ***Authorize a project contingency of \$40,000***  
***This item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.***
6. Items for Information
  - a. Committee Pending Items **[See page 7]**
7. Adjournment

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

**MONDAY, FEBRUARY 7, 2022**

A regular meeting of the Operations and Development Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:31 a.m., by Commissioner Devine.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Devine and Hampton (via teleconference)
<b>Absent:</b>	None
<b>Also Present:</b>	Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony Defrenza, Director of Engineering and Maintenance; Tom Janowitz, Sr. Manager, Ground Access

<b>2. Approval of Agenda</b>	The agenda was approved as submitted.
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<b>3. Public Comment</b>	There were no public comments.
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**4. Approval of Minutes**

<b>a. January 18, 2022</b>	Commissioner Hampton (via teleconference) moved approval of the minutes of the January 18, 2022, special meeting seconded by Commissioner Devine (via teleconference). The motion was approved (2-0).
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**5. Items for Approval**

<b>a. Fleet Maintenance Services Agreement Extension Keolis Transit Services, LLC</b>	Staff sought a Committee recommendation to the Commission to authorize a one-year extension of the Fleet Maintenance Services Agreement with Keolis Transit Services, LLC.
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<b>Motion</b>	Commissioner Hampton (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Devine (via teleconference).
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<b>Motion Approved</b>	There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (2-0).
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**b. Award of Contract to MV  
Transportation, Inc. for Courtesy  
Shuttle Services**

Staff sought a Committee recommendation to the Commission for the award of 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 fuel. The term of the proposed Agreement is for a ten-month period from March 1, 2022, through December 31, 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 (2-0).

**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 8:45 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 21, 2022**

**AWARD OF DESIGN-BUILD CONTRACT  
RUNWAY 8 PRECISION APPROACH PATHWAY INDICATORS NAVIGATION AID  
EQUIPMENT RELOCATION**

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 design-build contract in the amount of \$385,583 to Vellutini Corporation dba Royal Electric Company ("Royal") for the design and construction services necessary to relocate the Runway 8 Precision Approach Pathway Indicators ("PAPI") navigation aid;
- ii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$65,000;
- iii) Authorize a project allowance for required FAA flight-checks and other required FAA services in the amount of \$65,000; and
- iv) Authorize a project contingency of \$40,000

As the nature of this project will improve the safety and approach to Runway 8, subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

**BACKGROUND**

The Runway 8 PAPI navigation aid equipment provides a visual indication to pilots regarding their glidepath angle as they approach Runway 8 for landing. The equipment consists of 4 baffled light boxes that appear as either red or white when viewed by approaching pilots. The PAPI equipment constitutes the Visual Glide Slope Indication ("VGSI"). In addition to the VGSI, Runway 8 is the Airport's only runway equipped with an Instrument Landing System ("ILS"). On Runway 8, the VGSI and ILS glidepaths are not coincident, meaning the runway threshold crossing height and theoretical touchdown point of the VGSI and ILS glidepaths are not the same.

Airlines serving the Airport requested, through the FAA Los Angeles Airport District Office, that the Authority investigate the feasibility of relocating the PAPI approximately 300' west towards the runway threshold such that the VGSI and ILS glidepaths would be the same. During a series of meetings with Airport, Airline and FAA representatives it was determined that relocating the PAPI was feasible and that a detailed Obstacle Clearance Survey and Design should be completed for review by the FAA in order to advance the project.

## PROJECT DESCRIPTION

The scope of work for this project includes the following key tasks to be completed by the Design-Builder:

1. Conduct a thorough site investigation and refine the concept as provided by the Authority to accommodate existing conditions, all applicable codes and FAA design requirements for review and approval by the Authority;
2. Complete a Visual Glide Slope Indicators Siting Analysis and Report per FAA Engineering Brief 95 for the proposed location of the PAPI as shown in the concept;
3. Complete an Instrument Approach Analysis to determine the impacts of moving the PAPI as proposed. Coordinate with the Authority and the FAA to implement necessary changes prior to commissioning new PAPI.

The Design-Builder will be responsible for the complete design and construction services necessary to install Authority-provided PAPI equipment approximately 300' west of the current PAPI installation. The existing PAPI will remain operational until the new PAPI installation has been completed, commissioned, and approved by the FAA for use.

## PROCUREMENT (SOLICITATION/BID EVALUATION/RECOMMENDATION FOR AWARD)

Staff posted a Request for Proposals ("RFP") in January 2022 on PlanetBids. The RFP was advertised in the LA Times, ACI, AAAE and Dodge Data and Analytics Online. Additionally, the RFP was posted on the City bid boards in Burbank, Glendale and Pasadena and 327 vendors were notified directly via PlanetBids. A mandatory virtual pre-proposal conference was attended by 12 firms. Despite the outreach described above only one proposal was received in response to the RFP.

Design-Builder	BID
Royal Electric Co.	\$385,583

## PROPOSAL EVALUATION

The proposal was evaluated by Staff and determined to be responsive.

## 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 \$65,000.

## FAA TECHNICAL REVIEW AND FLIGHT CHECK

For any project involving the installation or relocation of navigation aids, the FAA conducts flight checks in order to verify the alignment of the installed navigation aids is correct. The budget to cover the cost of the required flight checks and any other FAA reimbursable costs associated with the project is a not-to-exceed amount of \$65,000.

## PROJECT CONTINGENCY

A project contingency of \$40,000, approximately 10% of the design-build cost, is requested to address any additional costs resulting from: 1) additional study or design work resulting from the initial obstacle clearance survey and siting report, and 2) construction impacts resulting from unknown subsurface conditions or changes to scope necessitated by project conditions that are not the responsibility of the Design-Builder.

## SCHEDULE

Staff shall issue a Notice to Proceed ("NTP") following Commission approval and receipt of all contractual prerequisites. The contract allows 180 calendar days from NTP issuance for completion of the work.

## OPERATIONS IMPACTS

Staff will communicate regularly with all stakeholders to provide project status and schedule updates. The existing PAPI will remain operational while the replacement PAPI is being constructed and commissioned. Detailed coordination with Airport Operations and the FAA Air Traffic Control Tower is required prior to activating the PAPI in the new location and decommissioning the existing PAPI. The transition from existing to new will only occur after a flight check has been completed by the FAA and the new PAPI alignment has been approved.

## 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 (i) the construction and location of limited numbers of new, small facilities or structures; and (ii) installation of small new equipment and facilities in small structures.

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

## BUDGET APPORTIONMENT

<b>CATEGORY OF WORK</b>	<b>AMOUNT</b>	<b>% of COSTS</b>
Design and Construction	\$ 385,583	69%
Construction Management/Contract Administration	\$65,000	12%
FAA Reimbursable Costs	\$65,000	12%
Project Contingency	\$40,000	7%
<b>Project Total</b>	<b>\$ 555,583</b>	<b>100%</b>



### BUDGET IMPACTS

The adopted FY 2022 Budget includes appropriations for this project in the amount of \$300,000. Project costs anticipated to occur before June 30, 2022, are estimated to be \$100,000. The estimated balance of project costs will need to be carried over into the next fiscal year. Appropriations of \$456,000 for the project will be included in budget request for FY 2023.

It was anticipated that all project costs would be funded through an approved Passenger Facility Charge ("PFC") Application in the amount of \$300,000. However, due to the shortfall in the approved amount versus the projected cost, an amendment will be required to the approved PFC Application. Work on the PFC submittal to address the increase estimated for the final project cost will begin immediately.

### STAFF RECOMMENDATIONS

Staff seeks a Committee recommendation to the Commission that it 1) award a design-build contract to Royal in the amount of \$385,583 and authorize the President to execute the same; 2) authorize a construction management, administration and field observation budget of a not-to-exceed amount of \$65,000; 3) authorize a not-to-exceed amount of \$65,000 for FAA reimbursable costs; and, 4) authorize a project contingency of \$40,000.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MARCH 21, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - DVSS Extension