



June 2, 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, June 6, 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, June 6, 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, June 6, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. March 21, 2022 [See page 1]
  - b. May 16, 2022 [See page 3]
5. Items for Approval
  - a. Award of Agreement Extension  
Self-Park Management Services and Valet Parking Services [See page 5]  
  
***Staff seeks a recommendation from the Operations and Development Committee to the Commission that it exercise the second of two one-year extension options available under the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation. The base contract period was for three years that began on July 1, 2018 and expired on June 30, 2021. The first extension period began on July 1, 2021 and expires on June 30, 2022. If approved, the second extension period will begin on July 1, 2022, and will expire on June 30, 2023.***
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, MARCH 21, 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 8:37 a.m., by Commissioner Devine.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Devine (via teleconference) 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

<b>2. Approval of Agenda</b>	The agenda was approved as submitted.
------------------------------	---------------------------------------

<b>3. Public Comment</b>	There were no public comments.
--------------------------	--------------------------------

**4. Approval of Minutes**

<b>a. February 7, 2022</b>	Commissioner Hampton (via teleconference) moved approval of the minutes of the February 7, 2022, meeting seconded by Commissioner Devine (via teleconference). The motion was approved (2-0).
----------------------------	---

**5. Items for Approval**

<b>a. Award of Design-Build Contract Runway 8 Precision Approach Pathway Indicators Navigation Aid Equipment Relocation</b>	<p>Staff sought a Committee recommendation to the Commission for approval of the following actions:</p> <ul style="list-style-type: none"><li>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;</li><li>ii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$65,000;</li><li>iii) Authorize a project allowance for required FAA flight-checks and other required FAA services in the amount of \$65,000; and,</li><li>iv) Authorize a project contingency of \$40,000.</li></ul>
---	---

**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 8:53 a.m.

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

**MONDAY, MAY 16, 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 (via teleconference) and Commissioner Dyson
<b>Absent:</b>	Commissioner Hampton
<b>Also Present:</b>	Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director of Engineering and Maintenance

<b>2. Approval of Agenda</b>	The agenda was approved as submitted.
------------------------------	---------------------------------------

<b>3. Public Comment</b>	There were no public comments.
--------------------------	--------------------------------

**4. Approval of Minutes**

<b>a. March 21, 2022</b>	The draft minutes of the March 21, 2022, Committee meeting were included in the agenda packet for review and approval. Due to lack of a quorum, this item will be brought back to the Committee at its next meeting on June 6, 2022. There were no objections from the Commissioners.
--------------------------	---

<b>b. May 2, 2022</b>	The draft minutes of the May 2, 2022, Committee meeting were included in the agenda packet for review and approval.
-----------------------	---

<b>Motion</b>	Commissioner Dyson moved approval of the May 2, 2022, Committee meeting minutes as amended. Commissioner Devine (via teleconference) seconded the motion.
---------------	---

<b>Motion approved</b>	There being no objection, the motion was approved (2-0, 1 absent).
------------------------	--

## **5. Items for Approval**

### **a. Award of Professional Services Agreement - AutoCAD, GIS, Graphic Display and Airport Planning Services**

Staff sought a Committee recommendation to the Commission for the award of a Professional Services Agreement to Azrial Ltd. for continued AutoCAD, GIS, graphic display, and airport planning services.

#### **Motion**

Commissioner Dyson 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, 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 8:38 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 6, 2022**

**AWARD OF AGREEMENT EXTENSION  
SELF PARK MANAGEMENT SERVICES  
AND  
VALET PARKING SERVICES**

Presented by Tom Janowitz  
Senior Manager, Ground Access

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee to the Commission that it exercise the second of two one-year extension options available under the Agreement for Self-Park Management Services and Valet Parking Services ("Agreement") with SP Plus Corporation ("SP+"). The base contract period was for three years beginning on July 1, 2018 and expired on June 30, 2021. The first extension period began on July 1, 2021 and expires on June 30, 2022. If approved, the second extension period will begin on July 1, 2022, and will expire on June 30, 2023.

**BACKGROUND**

The Agreement was initially awarded to SP+ through a competitive process on May 7, 2018, with services commencing on July 1, 2018. As stated above, the Agreement is for three years with two one-year extension options.

The overall performance by SP+ during the term of the Agreement has been satisfactory with all required obligations for self-park management and valet parking services met. In January 2022, with SP+ guidance, the Authority raised parking rates in Lot A, Lot C, Short Term Parking Structure, and Valet, resulting in an increase in overall parking revenue.

The COVID-19 pandemic has impacted the parking operation at the Airport. SP+ has worked with Staff to address the rapidly changing environment with the re-opening of remote parking lots in the first half of FY 2022 due to increased passenger activity and demand for on-airport parking services. To that end, Staff and SP+ continue to review changes to reflect the evolving airport parking operating environment. SP+ is a proactive partner with the Airport in responding to the continuing impact of the COVID-19 pandemic.

The estimated current year (FY 2022) cost of these services is \$4,800,000 which reflects 1) pass-through costs of labor including the reinstatement of staffing authorized by the Commission in October 2021, 2) supplies and 3) a specified management fee. For the proposed one-year extension a not-to-exceed amount of \$5,493,171 is requested. The increase over FY 2022 includes 1) a full year of reinstated staffing levels, 2) the union-employee wage increases under the Collective Bargaining Agreement between SP+ and Teamsters Local 911, and 3) the State of California minimum wage requirement. This not-to-exceed appropriation request has been programmed into the proposed FY 2023 Budget.



As the request is to exercise the second of two one-year extension options, Staff during the fiscal year will issue a Request for Proposals for these parking services.

STAFF RECOMMENDATION

Staff seeks a recommendation from the Committee to the Commission to exercise the second of two one-year extension options under the Agreement and authorize Staff, per the Agreement, to notify SP+ of the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 6, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Shuttle service operation; Metrolink Stations and Passenger Terminal
2. Lot F Development
3. Award of Contract - Replacement Vehicle Acquisition (FY 2022 and FY 2023)
4. Award of Contract - DVSS Extension