



June 16, 2022

CALL AND NOTICE OF THE REGULAR MEETING OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Legal, Government and Environmental Affairs Committee will be held Monday, June 20, 2022, at 9:30 a.m., or immediately following the Commission meeting, in the Burbank Room 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:

(818) 862-3332

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING  
OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
Burbank Room  
Monday, June 20, 2022  
9:30 a.m., or Immediately Following  
the Conclusion of the  
Commission Meeting

*As a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.*



*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 20, 2022

1. Roll Call
2. Staff Announcement: AB 23
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. June 6, 2022 [See page 1]
6. Items for Approval
  - a. Approval of Amendments to Professional Services Agreements  
Replacement Passenger Terminal Program [See page 3]  
  
***With the assumption of program management duties by Jacobs Project Management Co. ("Jacobs") for the Replacement Passenger Terminal ("RPT") Program in May of this year, Staff, Jacobs, Support Consultants and the Airlines serving Hollywood Burbank Airport have been working with a renewed effort with a goal to complete the RPT Program as early as financially feasible. In conjunction with this effort, Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission to amend six current Professional Services Agreements with the consultants listed in the staff report to continue their services assisting Staff and Jacobs to maintain the momentum to move the RPT Program forward. The services these consultants provide include strategic planning consulting, outreach and support services, financial feasibility and advisory services, airline coordination, and technical service support related to the next phase of development for the RPT Program in FY 2023.***
7. Items for Information
  - a. Committee Pending Items [See page 6]
8. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, JUNE 6, 2022**

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 11:05 a.m., by Commissioner Agajanian.

**1. ROLL CALL**

**Present:** Commissioners Agajanian (via teleconference) and Gabel-Luddy

**Absent:** Williams

**Also Present:** Staff: Frank Miller, Executive Director;  
Patrick Lammerding, Deputy Executive Director,  
Planning and Development  
Authority Counsel: Terence R. Boga of Richards,  
Watson & Gershon

**2. Staff Announcement: AB 23**

The Assistant Board Secretary announced that, as a result of the convening of this meeting of the Legal, Government and Environmental Affairs Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

**3. Approval of Agenda**

Commissioner Gabel-Luddy moved approval of the agenda, seconded by Commissioner Agajanian. There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. May 16, 2022**

Commissioner Gabel-Luddy moved approval of the minutes of the May 16, 2022 meeting, seconded by Commissioner Agajanian. There being no objection, a voice vote was taken to accommodate the Commissioners participating via teleconference. The motion was approved (2-0, 1 absent).

## **6. Items for Approval**

### **a. Amendment No. 2 to Professional Services Agreement –Trifiletti Consulting, Inc.**

Staff sought a Committee recommendation to the Commission for approval of Amendment No. 2 to the Professional Services Agreement (“PSA”) with Trifiletti Consulting Inc. The proposed Amendment would extend the term of the PSA from June 30, 2022, to October 31, 2022, to allow for completion of the deliverables required to be submitted in compliance with the Memorandum of Understanding with the South Coast Air Quality Management District. The proposed Amendment does not increase funding. The funding needed to meet these tasks was approved under Amendment No. 1 to the PSA.

#### **Motion**

Commissioner Gabel-Luddy moved approval of Staff’s recommendation, seconded by Commissioner Agajanian (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).

## **7. Items for Information**

### **a. Committee Pending Items**

Staff informed the Committee of future pending items that will come to the Committee for review.

Commission Gabel-Luddy requested that the Legal Committee adds a Replacement Passenger Terminal development agreement discussion item to address coordination with the City of Burbank. Commissioner Agajanian concurred with the suggestion.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 11:12 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JUNE 20, 2022**

**APPROVAL OF AMENDMENTS TO  
PROFESSIONAL SERVICES AGREEMENTS  
REPLACEMENT PASSENGER TERMINAL PROGRAM**

Presented by John T. Hatanaka  
Senior Deputy Executive Director

**SUMMARY**

With the assumption of program management duties by Jacobs Project Management Co. ("Jacobs") for the Replacement Passenger Terminal ("RPT") Program in May of this year, Staff, Jacobs, Support Consultants and the Airlines serving Hollywood Burbank Airport have been working with a renewed effort with a goal to complete the RPT Program as early as financially feasible. In conjunction with this effort, Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission to amend six current Professional Services Agreements ("PSAs"), copies attached, with the following consultants to continue their services assisting Staff and Jacobs to maintain the momentum to move the RPT Program forward. The services these consultants provide include strategic planning consulting, outreach and support services, financial feasibility and advisory services, airline coordination, and technical service support related to the next phase of development for the RPT Program in FY 2023.

- 1.) Strategic Planning
  - a. Georgino Development ("Georgino")
- 2.) Outreach and Support Services
  - a. Woodward & Associates ("Woodward")
- 3.) Financial Feasibility and Advisory Services
  - a. Ricondo & Associates ("Ricondo")
  - b. Public Resources Advisory Group ("PRAG")
- 4.) Technical Support and Airline Coordination Services
  - a. Conway Consulting ("Conway")
  - b. Airport & Aviation Professionals Inc. ("AvAirPro")

**BACKGROUND**

With the support of and working with the Airlines, Staff and Jacobs have made efforts to move the RPT Program forward expeditiously starting with the release of the Progressive Design-Build Services Request for Qualifications last month. The next goal, with steps along the way, is to present for Commission consideration an award of contract to a progressive design build team. The pathway to reaching a new schedule, project goals and accelerating delivery of the RPT includes efforts on multiple fronts beyond the technical efforts of procurement, project definition manual, program charter, scheduling, and cost estimates.

While these efforts continue, Staff will work with the consultants listed above in the areas of project feasibility analysis, financial modeling, project financing, access to potential sources of federal funds, interim financing through 60% design, and airline technical input coordination as well as the start of negotiation with the airlines for a replacement airport use agreement. These efforts will be in coordination with Jacobs' efforts to ensure the overall efforts are in sync. Additionally, the RPT Program involves other improvements specified in the Development Agreement with the City of Burbank including the aircraft apron, roads, curb front, parking facilities, support facilities, and demolition of the existing terminal. These six consultants would work with Staff and with each other to help achieve these goals.

## PROPOSED PSA AMENDMENTS

### 1.) Strategic Planning

#### a. Georgino

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
- ii. Monthly Retainer: \$4,500 per month
- iii. Budget: \$54,000
- iv. Termination: Seven days' notice by either party

### 2.) Outreach and Support Services

#### a. Woodward

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
  - 1. First of two one-year extensions
- ii. Monthly Retainer: \$3,000 per month
- iii. Budget: \$36,000
- iv. Termination: Seven days' notice by either party

### 3.) Financial Feasibility and Advisory Services

#### a. Ricondo

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
  - 1. First of two one-year extensions
- ii. Time and Materials plus expenses
- iii. Budget: not-to-exceed \$299,730
- iv. Termination: Fifteen days' notice by either party

#### b. PRAG

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
  - 1. First of two one-year extensions
- ii. Time and Materials plus expenses
- iii. Budget: not-to-exceed \$175,000
- iv. Termination: Fifteen days' notice by either party

### 4.) Technical Support and Airline Coordination Services

#### a. Conway

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
  - 1. First of two one-year extensions
- ii. Time and Materials plus expenses
- iii. Budget: not-to-exceed \$148,600
- iv. Termination: Fifteen days' notice by either party

b. AvAirPro

- i. Term: One-year extension from July 1, 2022 to June 30, 2023
  1. First of two one-year extension
- ii. Time and Materials plus expenses
- iii. Budget: not-to-exceed \$200,000
- iv. Termination: Fifteen days' notice by either party

BUDGET

The estimated expenditures of these services have been included in the adopted FY 2023 budget for the Replacement Passenger Terminal. If the pace of the RPT Program accelerates, and if additional funding or resources are required, Staff will return to the Committee and Commission seeking additional appropriation authorization.

STAFF RECOMMENDATIONS

Staff seeks the Committee's recommendation to the Commission to approve the proposed PSA Amendments with Georgino, Woodward, Ricondo, PRAG, Conway and AvAirPros and to authorize the President to execute the same.



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE  
JUNE 20, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Replacement Passenger Terminal Coordination with City of Burbank
2. Landscape Contractor Equipment Update
3. Restricted Land Covenant - Adjacent Parcel; RWQCB