



August 11, 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, August 15, 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, August 15, 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.

AGENDA

Monday, August 15, 2022

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

- a. July 18, 2022

[See page 1]

5. Items for Approval

- a. Award of Contract
Safety Management System / Part 139 Software Program

[See page 4]

This item was previously presented to the Operations and Development Committee (“Committee”) on July 18, 2022 and is being resubmitted with additional information requested by the Committee. Staff seeks a Committee recommendation to the Commission for award of contract to AeroSimple LLC for the acquisition of a Safety Management System and Federal Aviation Regulations Part 139 software program in an amount not-to-exceed \$153,500 over a five-year period.

- b. Second Extension Option
Airport Conveyance Equipment Services Agreement
Elevators Etc., LP

[See page 8]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to authorize the exercise of the second of two one-year extension options for the Airport Conveyance Equipment Services Agreement with Elevators Etc., LP.

- c. Award of Professional Services Agreement
Air Service Consulting Services

[See page 14]

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the recently awarded Anyone Collective agreement. The proposed expenditure for these services is for an amount not-to-exceed \$70,000.

To facilitate the efforts by Anyone Collective, and 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.

6. Items for Information

a. Committee Pending Items

[See page 18]

7. Adjournment

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

MONDAY, JULY 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 8:15 a.m., by Commissioner Devine.

1. ROLL CALL

Present: Commissioners Devine (via teleconference),
Commissioner Dyson, Commissioner Hampton
(Arrived at 8:24 a.m., via teleconference)

Absent: None

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Sumi Spurlock, Manager, Safety Management System;
Anthony Defrenza, Director of Engineering and
Maintenance; Nerissa Sugars, Director, Marketing
Communications and Air Service

2. Approval of Agenda

Commissioner Dyson moved approval of the
Agenda, seconded by Commissioner Devine (via
teleconference).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. June 20, 2022

Motion Commissioner Dyson moved approval of the
minutes of the June 20, 2022 meeting, 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).

5. Items for Approval

**a. Award of Contract
Safety Management System /
Part 139 Software Program**

Staff sought Committee recommendation to the
Commission to approve an award of contract to
Aerosimple for the acquisition of a Safety Management
System and Federal Aviation Regulations Part 139
software program with data storage and related
services

for a five-year period. The proposed contract will be in an amount not-to-exceed \$153,500.

Following the presentation and discussion, Staff advised the Committee it will resubmit the item with additional information at the Committee's next meeting.

b. Exercise of First Extension Option for Waste Hauling and Recycling Services Agreement

Staff sought Committee recommendation to the Commission to authorize the exercise of the first of two one-year extension options for the Waste Hauling and Recycling Services Agreement with American Reclamation, Inc.

Motion

Commissioner Hampton (via teleconference) moved approval of Staff's recommendation, seconded by Commissioner Dyson (via teleconference).

Motion Approved

There being no objection, the motion was approved (3-0).

c. Exercise of First Extension Option for Janitorial Services Agreement

Staff sought Committee recommendation to the Commission to authorize the exercise of the first of two one-year extension options for the Janitorial Services Agreement with Diverse Facilities Solutions. Additionally, as part of the extension, Staff seeks approval of an increase to the Year 4 fee schedule to address the changes in costs primarily resulting from the impacts of the COVID-19 pandemic that could not have been anticipated when DFS submitted its proposal in 2019.

Motion

Commissioner Dyson moved approval of Staff's recommendation, seconded by Commissioner Hampton (via teleconference).

Motion Approved

There being no objection, the motion was approved (3-0).

d. Award of Professional Services Agreement - Airport Marketing Consultant Services

Staff sought Committee recommendation to the Commission to award a Professional Services Agreement to Anyone Collective, LLC for airport marketing consulting services, website support and media purchases. These services are in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport. These services are for a not-to-exceed amount of \$600,000 inclusive of commission for media purchases.

Motion

Commissioner Dyson moved approval of Staff's recommendation, seconded by Commissioner Hampton (via teleconference).

Motion Approved

There being no objection, 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 8:59 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 15, 2022**

**AWARD OF CONTRACT
SAFETY MANAGEMENT SYSTEM / PART 139 SOFTWARE PROGRAM**

Presented by Scott Kimball
Deputy Executive Director, Operations, Business, Procurement, SMS

SUMMARY

This item was previously presented to the Operations and Development Committee ("Committee") on July 18, 2022 and is being resubmitted with additional information requested by the Committee. Staff seeks a Committee recommendation to the Commission for award of contract to AeroSimple LLC ("AeroSimple") for the acquisition of a Safety Management System ("SMS") and Federal Aviation Regulations Part 139 ("Part 139") software program in an amount not-to-exceed \$153,500 over a five-year period.

BACKGROUND

As part of the Authority's commitment to safety, the SMS Department was established four years ago ahead of the pending Federal Aviation Administration ("FAA") requirement for airports across the nation to implement an SMS program. Staff developed a manual with policies and procedures for SMS, and that manual has been implemented for nearly three years. One of Staff's goals has been the installation of a software program to collect comprehensive SMS data and provide management with an information support system.

In addition to SMS software, Staff researched the potential for software that would enhance the Part 139 information database and reporting system, which would complement and integrate with the SMS software. The current Part 139 software is a standalone program that does not integrate and share data readily.

In order to develop a Request for Proposals ("RFP") with a focus on SMS software and a potential Part 139 data integration, as well as to assist with the review and evaluation of responses and testing of software, Staff obtained support services from Faith Group, LLC ("Faith Group"). Faith Group is a full-service consulting and engineering firm specializing in the planning and design of security, IT, safety, operational, and building systems for transportation, government, healthcare, higher education, and commercial clients.

PROGRAM REQUIREMENTS

The SMS and Operations Departments coordinated their respective requirements which concluded that the system must be able to support the four following components of SMS:

1. Policy
2. Safety Risk Management
3. Safety Assurance (Audit)
4. Safety Promotion

In addition to the above, the software needs to be able to: create customized reports; have certain alerting functions; track data, progress, and outcomes; have the ability for a customizable dashboard; and have a mobile application. For the day-to-day Part 139 management by the Operations Department, the program needs to include the SMS functional requirements, Part 139 discrepancy notices, and Notice to Air Missions (“NOTAM”) management.

A mandatory pre-proposal meeting was attended by seven vendors. Of the seven attendees, three submitted proposals. The table below identifies the proposers:

Company Name	Pre-Bid Meeting Attendee	Proposal Submitted
Aerosimple, Inc	Yes	Yes
Birdi & Associates, Inc.	Yes	No
Environmental Systems Research Institute, Inc.	Yes	No
GCR Inc., DBA Civix	Yes	Yes
Honeywell	Yes	No
OCTANT Aviation	Yes	No
Origami Risk LLC	Yes	Yes

Staff contacted the vendors that chose not to submit a proposal. Those vendors offered the following explanations for not proposing:

1. Environmental Systems Research Institute, Inc (ESRI): stated that it could not satisfy the technical requirements and remain within the cost limits.
2. OCTANT Aviation: stated that the software program sought was not compatible with its field of business.
3. Honeywell: stated that its SMS is catered toward the industrial industry and not aviation.
4. Birdi & Associates: stated that this specific procurement was not one it is able to respond to.

From the three proposals received, AeroSimple, Civix, and Origami Risk, it was discovered during the evaluation period that Origami Risk had not submitted the required references. Origami Risk was provided a twenty-four period to submit reference contacts, however, no response was received. Therefore, Origami Risk was deemed non-responsive.

EVALUATION

1. AeroSimple: While new to the market, this firm has gained a number of airport clients quickly beginning with the release of its Part 139 software module in 2018 and the release of its SMS module in the fall of 2021. While the proposal placed emphasis on Part 139 requirements, the proposal did meet the criteria and requirements for SMS. AeroSimple currently has 35 airport clients in the United States which include large, medium, and small hub airports. Washington Dulles International, Ronald Reagan Washington National Airport, Reno-Tahoe International Airport and Fresno-Yosemite Airport are examples of airports currently utilizing AeroSimple’s SMS and Part 139 modules.

2. Civix: This firm has more than twenty years of experience in aviation. However, only a portion of its clients utilize its SMS and Part 139 modules.

The total fee proposed by each vendor for a five-year period are:

1. AeroSimple: \$153,500
2. Civix: \$535,618

The following table identifies the evaluation panel's weighted proposal and software product demonstration scores for each proposer:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	SC-5	Interviews	TOTAL
	Firm's Exp., Background & Past Performance	Qualifications of Proposed Project Team	Technical Approach & Quality	Fee Schedule	Purchase Agreement Acceptance	Demo	
Weighting Factor:	1	1	1	1	1	1	
Maximum Points Possible	25	25	25	15	10	100	200
FIRM:							
Aerosimple	21	21	22	15	6	86	171
Civix	24	25	24	10	6	69	158

Based on the average of the evaluation panel's scores, AeroSimple has been deemed the highest scoring proposer. AeroSimple met all of the comprehensive functional requirements that were stated in the RFP, including data security requirements operating on the Amazon Web Service platform using Amazon Cloud Service cloud technology. Utilizing cloud technology from data centers within the United States drives down the cost of the software due to not requiring on-site hardware, which is more vulnerable to data corruption, hacking, and broken hardware.

AeroSimple operates out of two offices located in the United States - Denver, Colorado and New Haven, Connecticut. The business is registered in Wyoming as a Limited Liability Company, and Staff has verified that the registration is in good standing with the Wyoming Secretary of State.

AeroSimple provided three airport client references, Des Moines International Airport, Fresno Yosemite International Airport, and John Glenn Columbus International Airport. All three references provided positive feedback.

As part of the review process, Staff was able to access and familiarize themselves with the functionality of the modules via a hands-on trial demonstration provided by AeroSimple. The results were deemed satisfactory in meeting the Authority's needs.

The main difference in costs between the two proposals is the Civix system requires on-site hardware to operate its program. In addition to being costly, this hardware requires space and an operating environment to work within, both of which are of limited availability at the Airport.

BUDGET IMPACT

The first-year initial startup costs amount to \$41,500 for which appropriations are included in the adopted FY 2023 budget. For each year thereafter, an annual required recurring amount of \$28,000 will be included in future budget programs.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission for award of contract to AeroSimple in a not-to-exceed amount of \$153,500 for an SMS and Part 139 software program with data storage and related services for a five-year period, and authorization for Staff to execute the purchase documentation.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 15, 2022**

**SECOND EXTENSION OPTION
AIRPORT CONVEYANCE EQUIPMENT SERVICES AGREEMENT
ELEVATORS ETC., LP**

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 the exercise of the second of two one-year extension options for the Airport Conveyance Equipment Services Agreement ("Agreement") with Elevators Etc., LP ("Elevators Etc").

BACKGROUND

After a competitive process, on December 10, 2018, the Commission awarded the Agreement to Elevators Etc for a three-year base period, at predetermined rates for monthly preventative maintenance services on all conveyance equipment located within the Airport. This equipment includes six elevators, two escalators and six moving walkways. The Agreement also defined hourly rates for on-call repair services as needed based upon a task-order basis. In October 2021 the Commission authorized the exercise of the first of two one-year extension options. The Agreement currently is set to expire on November 30, 2022 and one one-year extension option is available to the Authority. The Agreement specifies that for each extension option exercised by the Authority, the Fee Schedule for services will be increased based on the most recent previous 12-month period published Consumer Price Index (CPI) rate for all indices for Los Angeles County or by 5% whichever is less. If the proposed extension is approved, then the new expiration date of the Agreement will be November 30, 2023. Additionally, effective December 1, 2022, the annual cost for preventative maintenance will be increased by 5.0% to an annual cost from \$81,738 to \$85,825. The hourly rates for on-call repair services will also increase by 5.0%. As provided for in the Agreement, a proposed notice to extend the Agreement with an updated Fee Schedule (Attachment G), attached.

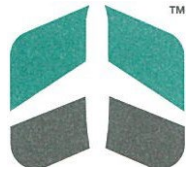
Elevators Etc is in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the base term of the Agreement and the first extension period. For reference, the total cost of on-call repair services in the prior fiscal year was approximately \$50,000. Separately, in July, due to damage caused by a screw from a suitcase, Staff issued a task order to Elevators Etc in the amount of \$74,788 to replace the 74 damaged steps in one escalator. Elevators Etc refurbished the damaged steps as part of that task order and they will be used as spares if necessary.

BUDGET

Appropriations for these services are included in the adopted FY 2023 budget.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of the second extension option and authorization for staff to issue the notice of extension to Elevators Etc.



**Hollywood
Burbank
Airport**

September 12,
2022

Via e-mail

Mr. Jason Babcock
President
Elevators Etc., LP
4327 E. Cesar E Chavez Avenue
Los Angeles, CA 90022

**Re: Airport Conveyance Equipment Services Agreement dated
December 10, 2018 Exercise Extension Option Number 2**

Dear Mr. Jason Babcock:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the December 10, 2018 Airport Conveyance Equipment Services Agreement ("Agreement") executed by the Authority and Elevators Etc., LP ("Elevators Etc."). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise two contract extensions which would extend the term for one year at a time.

This letter serves as notice that, at its September 12, 2022 meeting, the Authority Commission approved the exercise of Extension Option 2, extending the term through November 30, 2023.

In accordance with Section 4.C., for each extension option exercised by the Authority, the Fee Schedule shall be increased based on the most recent previous 12-month period published Consumer Price Index (CPI) rate for all indices, Los Angeles County or by 5% whichever is less. As such, the values provided in the updated Fee Schedule table (attached) have been increased by 5.0% and will be effective December 1, 2022.

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

Anthony DeFrenza
Director, Engineering and Maintenance

ATTACHMENT G

FEE SCHEDULE

Preventative Maintenance Services

UPDATED RATES FOR OPTION YEAR 2 (5.0% INCREASE) EFFECTIVE 12/1/23 – 11/30/24

	CONVEYANCE & LOCATION	MONTHLY (12/YEAR)	ANNUAL (1/YEAR)	TOTAL ANNUAL PRICE
	Elevators:			
1	<i>Conveyance # 159273</i> Location: 2509 Hollywood Way Owner ID: RPS #1 Make: Hyundai	\$202.80 \$212.94	\$889.20 \$933.66	\$3,322.80 \$3,488.94
2	<i>Conveyance # 159277</i> Location: 2509 Hollywood Way Owner ID: RPS #2 Make: Hyundai	\$202.80 \$212.94	\$889.20 \$933.66	\$3,322.80 \$3,488.94
3	<i>Conveyance # 161941</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$202.80 \$212.94	\$889.20 \$933.66	\$3,322.80 \$3,488.94
4	<i>Conveyance # 107757</i> Location: 2800 Clybourn Owner ID: MillionAir Make: Oliver & Williams	\$195.00 \$212.94	\$855.00 \$933.66	\$3,195.00 \$3,488.94
5	<i>Conveyance # 044406</i> Location: 2627 Hollywood Way Owner ID: Kitchen Make: Oliver & Williams	\$195.00 \$212.94	\$855.00 \$933.66	\$3,195.00 \$3,488.94
6	<i>Conveyance # 050314</i> Location :2627 Hollywood Way Owner ID: Parking Structure Make: Oliver & Williams	\$195.00 \$212.94	\$855.00 \$933.66	\$3,195.00 \$3,488.94
	Escalators:			
7	<i>Conveyance # 161947</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$400.40 \$420.42	\$2,733.12 \$2869.78	\$7,537.92 \$7,914.82
8	<i>Conveyance # 161946</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$400.40 \$420.42	\$2,733.12 \$2869.78	\$7,537.92 \$7,914.82

ATTACHMENT G

FEE SCHEDULE

	CONVEYANCE & LOCATION	MONTHLY (12/YEAR)	ANNUAL (1/YEAR)	TOTAL ANNUAL PRICE
	Moving Walkways:			
9	<i>Conveyance #161912</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
10	<i>Conveyance # 161913</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
11	<i>Conveyance # 161914</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
12	<i>Conveyance # 161915</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
13	<i>Conveyance # 161916</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
14	<i>Conveyance # 161917</i> Location: 2507 Hollywood Way Owner ID: North Tower Make: OTIS	\$421.20 \$442.26	\$2,733.12 \$2,869.78	\$7,787.52 \$8,176.90
	TOTAL MAINTENANCE PRICE:	\$4,544.80 \$4,772.04	\$27,200.16 \$28,560.20	\$81,737.76 \$85,824.68

(continued)

ATTACHMENT G**FEE SCHEDULE**

**On-Call Repair Services and Emergency Repair Services
Labor Rates and Materials & Parts Mark-Up**

Labor Rates				
#		Rates / Hour		
		Foreman	Journeyman	Apprentice
1	Standard Time	\$268.32 \$281.74	\$268.32 \$281.74	\$187.20 \$196.56
2	Overtime (1.5)	\$454.48 \$477.20	\$454.48 \$477.20	\$318.24 \$334.15
3	Double Time (Weekends and Holidays)	\$535.60 \$562.38	\$535.60 \$562.38	\$374.40 \$393.12
4	Emergency Service Calls	SEE ABOVE		

Other Terms:

1. All parts/materials must be OEM or a previously Authority-approved equivalent. Invoices presented (which include reimbursable materials) shall be accompanied by fully supported and documented receipts. No "inventoried" parts shall be reimbursable unless a parts list accompanies the Fee Schedule at bid due date. Contractor may mark-up materials used on hourly work (not part of the standard maintenance scheduled work) by 10% (NTE 10%).
2. All Unit Prices shall be inclusive of all labor, standard inventoried parts, consumable tools, equipment, travel and fuel (sur)charges, general and administrative support and fees, overhead and profit, and all taxes.
3. Hourly rates shall be inclusive of all labor, consumable tools, travel and fuel (sur)charges, general administrative support, overhead and profit and all taxes.

All listed prices shall be firm, fixed price for the three (3) year base term. For each extension option exercised by the Authority, the Fee Schedule shall be increased based on the most recent previous twelve-month period published Consumer Price Index (CPI) rate for all indices, Los Angeles County or by 5%, whichever is less.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 15, 2022**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
AIR SERVICE CONSULTING SERVICES**

Presented by Nerissa Sugars
Director, Marketing Communications and Air Service

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for award of a Professional Services Agreement (“Agreement”), copy attached, to Arthur D. Little, LLC (“ADL”) for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the recently awarded Anyone Collective agreement. The proposed expenditure for these services is for an amount not-to-exceed \$70,000.

To facilitate the efforts by Anyone Collective, and 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

Staff has previously engaged the services of air service consulting firms in connection with the Authority’s general air service retention and development efforts. These firms provide data research and market analysis that airlines review in considering whether current air services at an airport are to be maintained or if other potential market opportunities exist. ADL is an international management consultant firm that provides an array of services including market research, strategy, and information management.

Since 2017, Staff has utilized the expertise of Mr. Richard Sullivan, an Associate Consultant with ADL. Mr. Sullivan has many years of experience, knowledge, and contacts in the field of aviation and assisted Staff with bringing recognition to Hollywood Burbank Airport’s location and opportunities for air carriers’ consideration. His support helped to develop new nonstop flight segments prior to the COVID-19 pandemic.

As the aviation industry continues toward recovery from the pandemic, Staff seeks to continue the air service retention and development initiative utilizing the services of Mr. Sullivan. The collaboration will continue to focus on retention of existing route networks and cultivating interest from air carriers to include Hollywood Burbank Airport in their future network planning.

PROPOSAL DETAILS

Under the proposed Agreement, ADL will provide Staff with on-call support for air service research, communication recommendations with airline network planning and scheduling representatives, marketing data support, and background information regarding policy and regulatory matters that may impact the aviation industry. Services also include ADL’s participation with Staff at airline meetings and air service conferences.

The term of the proposed Agreement is for a one-year period beginning September 1, 2022 to August 31, 2023 for an amount not-to-exceed \$70,000.

BUDGET IMPACT

Appropriations for these services are included in the adopted FY 2023 budget.

STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission that it award ADL the proposed Agreement in an amount not-to-exceed \$70,000 for air service consulting services and that the President be authorized to execute the same.

Ms. Nerissa Sugars
Marketing, Communications and Air Service
Burbank-Glendale-Pasadena Airport Authority
2627 North Hollywood Way
Burbank, CA 91505

Tel: (1) 617.532.9550
Fax: (1) 617.849.8890

July 1, 2022

Dear Nerissa,

Arthur D. Little ("ADL") is pleased to present this proposal to provide air service development support to the Burbank-Glendale-Pasadena Airport Authority ("Authority").

ADL proposes the following:

Ad Hoc Services

ADL will undertake the following activities in support of the Authority's air service development efforts:

Provide the Authority with on call support for various air service development related efforts from September 1, 2022, to August 31, 2023.

- Provide advice on air carrier communications
- Provide BUR airport management with intelligence on potential air service development opportunities.
- Provide advice related to policy and regulatory matters.
- Provide miscellaneous air carrier and market analysis, as requested.

Provide services to support the Authority's participation at airline/airport conferences such as World Routes, Routes Americas, and Jumpstart.

Services to be provided in conjunction with these conferences could include:

- Review with the Authority air carriers planning to attend each conference to assist in the prioritization of requests for airline meetings.
- In conjunction with the Authority, develop objectives for each air carrier meeting.
- Analyze and recommend an approach, including target markets, for each of the air carrier meetings.
- Prepare marketing and analytical materials, as appropriate, for the one-on-one airline meetings.
- Support follow up efforts with air carriers directly related to interactions at these conferences.
- At the Authority's option on-site support and participation at each conference.

Proposed Budget

The proposed budget for the activities outlined above, including estimated reimbursable expenses, is not to exceed \$70,000.00.

Work on these tasks will be billed at the following hourly rates:

Role	Hourly Rate
Project Manager	\$250.00
Consultant	\$200.00
Graphic Artist	\$100.00

Reimbursable expenses will be charged to the Authority at cost, subject to prior approval by the Authority. The budget includes an estimate for reimbursable expenses.

Please let us know if you have any questions regarding this proposal.

With best regards,



Jim Miller
Partner, Arthur D. Little LLC
Miller.Jim@adlittle.com

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
AUGUST 15, 2022**

COMMITTEE PENDING ITEMS

Future

1. Award of Extension - Parkwood for landscape services including electrification of equipment
2. Award of Contract - Shuttle services
3. Shuttle service operation; Metrolink Stations and Passenger Terminal
4. Lot F Development
5. Award of Contract - DVSS Extension