



September 29, 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, October 3, 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, October 3, 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, October 3, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. September 19, 2022
5. Items for Approval

[See page 1]

- a. Authorization to Acquire Replacement
Airport Fire Department Rescue Vehicle

[See page 3]

Staff seeks a recommendation from the Operations and Development Committee to the Commission for authorization to issue a future purchase order in a not-to-exceed amount of \$400,000 to acquire a previously owned Aircraft Rescue and Fire Fighting vehicle.

- b. Award of Professional Services Agreement
Airport Security, Traffic Control and Consumer Item
Inspection Services

[See page 5]

Staff seeks an Operations and Development Committee recommendation to the Commission to award a Professional Services Agreement ("Agreement") to Universal Protection Service LP for Airport Security, Traffic Control, and Consumer Item Inspection Services. The proposed Agreement is for a three-year base term starting November 1, 2022, through October 31, 2025, with two one-year extension options.

The proposed Agreement is for a three-year initial contract price not-to-exceed \$5,987,415 for Airport Security and Traffic Control Services. This cost is subject to a potential annual increase based on prevailing Consumer Price Index for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics (CPI), not-to-exceed 6% after the first year of the Agreement. The proposed three-year base cost for Consumer Item Inspection Services is \$595,568 which is fully reimbursable by two concessionaires utilizing these services, MCS Burbank, LLC and HG Burbank JV.

6. Items for Discussion

a. Committee Pending Items

[See page 11]

7. Adjournment

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

MONDAY, SEPTEMBER 19, 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 8:30 a.m., by Commissioner Devine.

1. ROLL CALL

Present:	Commissioners Devine (via teleconference), Hampton (arrived at 8:32 a.m., via teleconference) and Gabel-Luddy
Absent:	None
Also Present:	Staff: John Hatanaka, Senior Deputy Executive Director; Anthony DeFrenza, Director, Engineering and Maintenance

2. Approval of Agenda

Motion	Commissioner Gabel-Luddy moved approval of the Agenda, seconded by Commissioner Devine (via teleconference).
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Motion Approved	There being no objection, the motion was approved (2-0, 1 absent).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. August 15, 2022

Motion	Commissioner Gabel-Luddy moved approval of the minutes of the August 15, 2022 meeting, seconded by Commissioner Devine (via teleconference).
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Motion Approved	There being no objection, the motion was approved (2-0, 1 absent).
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5. Items for Approval

a. First Extension Option and Landscape Equipment Electrification – Landscape Maintenance Services Agreement Parkwood Landscape Maintenance, Inc.

Staff sought a Committee recommendation to the Commission to authorize the exercise of the first of two one-year extension options for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc. Staff further sought a recommendation to authorize a proposed additional monthly cost of \$1,250 to replace all gas-powered landscape equipment used at the Airport with electric equipment.

Motion

Commissioner Gabel-Luddy motioned to approve the contract extension for one year and include the changeover to electrical equipment for the stated monthly costs. Commissioner Hampton (via teleconference) seconded the motion.

Motion Approved

There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

b. Award of Contract – HVAC System Compressor Replacement

Staff sought a Committee recommendation to the Commission to award a contract in the amount of \$109,889 to ACCO Engineered Systems for the replacement of two compressors and associated valves and piping of the Heating Ventilation and Air Condition system that provides cooling for Building 9.

Due to critical condition of the current system and in order to prevent any further damage to the HVAC system, this item, subject to the recommendation of the Committee, was also placed on the Commission agenda for its consideration immediately following the Committee's meeting.

Motion

Commissioner Gabel-Luddy 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 8:52 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 3, 2022**

**AUTHORIZATION TO ACQUIRE REPLACEMENT
AIRPORT FIRE DEPARTMENT RESCUE VEHICLE**

Presented by Assistant Chief Lewis Pianka
Airport Fire Department

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission for authorization to issue a future purchase order in a not-to-exceed amount of \$400,000 to acquire a previously owned Aircraft Rescue and Fire Fighting ("ARFF") vehicle.

Due to the current supply chain environment resulting in inventory shortages and two-year lead times for a new ARFF vehicle, this item, subject to the recommendation of the Committee, is also being placed on the Commission agenda for its consideration immediately following the Committee's meeting.

BACKGROUND

The Authority currently owns a 2008 Ford F550 chassis with a custom compartment box rescue truck with 27,500 miles. This chassis is considered a "light rescue" ARFF vehicle with support/medical response equipment for a Captain and 2 Firefighters. The vehicle is also equipped with full automobile and aircraft extrication/ingress tools, specialized aircraft appliances, EMS equipment, and firefighter personal protective equipment ("PPE"). This fourteen-year-old vehicle has exceeded its useful operational life.

The Airport Fire Department is recommending any replacement ARFF vehicle have the added feature of being equipped with a water tank and pump. This additional equipment will provide enhanced response capability to address emergency calls.

PROCUREMENT

ARFF vehicle manufacturers have advised that orders placed now have an expected delivery date of between two and three years. Because of this supply situation for new vehicles, Staff has conducted research and discovered a secondary market for fire pumper vehicles with significant useful remaining life at a price range between \$250,000 to \$400,000 through a certified broker, Fire Trucks Unlimited. This broker is located in Las Vegas, Nevada and has done business with the Authority in the past. These vehicles can be modified to carry the essential medical and support equipment described above.

Similar to the market for used non-ARFF vehicles, the price for a used ARFF vehicle varies on age, mileage, and vehicle condition. The market has many available model units in great condition with low mileage and the option to refurbish and customize. A sample is depicted in the attached photo. This option would allow the Authority to immediately acquire a rescue pumper unit with a useful life of at least 5-7 years.

BUDGET

Appropriations in the amount of \$400,000 for acquisition of a replacement ARFF vehicle are included in the FY 2023 budget.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission authorization for Staff to issue a future purchase order in a not-to-exceed amount of \$400,000 to acquire a previously owned ARFF vehicle.

Example of a Secondary Market ARFF Vehicle



**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 3, 2022**

AWARD OF PROFESSIONAL SERVICES AGREEMENT

**AIRPORT SECURITY, TRAFFIC CONTROL
AND CONSUMER ITEM INSPECTION SERVICES**

Presented by
Ray Hunting, Airport Security Manager

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission to award a Professional Services Agreement ("Agreement"), copy attached, to Universal Protection Service LP ("Allied Universal") for Airport Security, Traffic Control, and Consumer Item Inspection Services. The proposed Agreement is for a three-year base term starting November 1, 2022, through October 31, 2025, with two one-year extension options.

The proposed Agreement is for a three-year initial contract price not-to-exceed \$5,987,415 for Airport Security and Traffic Control Services. This cost is subject to a potential annual increase based on prevailing Consumer Price Index for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics ("CPI"), not-to-exceed 6% after the first year of the Agreement. The proposed three-year base cost for Consumer Item Inspection Services is \$595,568 which is fully reimbursable by two concessionaires utilizing these services, MCS Burbank, LLC ("MCS") and HG Burbank JV ("Hudson").

BACKGROUND

The current Airport Security and Traffic Control Agreement base term was for a three-year period beginning November 1, 2017, through October 31, 2020. The Authority had available two option years. The Agreement was amended in 2019 to add a new location for staffing and the increase in cost. In 2020, the first option was exercised, and staffing levels were adjusted to reflect the impacts to passenger activity due to the COVID-19 pandemic. In 2021, the second option was exercised, and staffing levels were again adjusted to changes in passenger activity levels. This Agreement is set to expire on October 31, 2022.

The current Airport Security and Traffic Control Services that are being provided by Allied Universal are:

- i. Airport Security, as defined in the Security Directive issued by the Transportation Security Administration ("TSA"), requiring airport sponsors to provide "positive control" and identification of each person needing access to the Secured Area of the airport. This requires 24/7 staffing of two airfield checkpoints.
- ii. Traffic Control of the TNC Island and the airport loop road from the crosswalk at the short-term parking structure to past Terminal B to

minimize traffic congestion, improve vehicular flow, manage vehicle activity along the terminal curb front, and ensure pedestrian safety.

The current Consumer Item Inspection Services Agreement base term was for a two-year period beginning October 16, 2018, through October 31, 2020. The Agreement also contained two one-year extension options available to the Commission at its discretion. In 2020, the first option was exercised, and staffing levels adjusted again to reflect the changes in passenger activity impacted by the pandemic and in 2021, the second option was exercised. This Agreement is also set to expire on October 31, 2022.

The current Consumer Items Inspection Services that are being provided by Allied Universal are:

- (i) Airport Consumer Item Inspection Services of all commercial merchandise and consumables for sale and/or use by screened individuals within the Sterile Area of the terminal for any prohibited item as well as allowing entry in this area by approved Security Identification Display Area badge holders. This specific service is fully reimbursable by the in-terminal concessionaires, MCS (food and beverage) and Hudson (news and gifts).

Allied Universal has been providing these services at the Airport for the past five years and is in good standing in meeting these requirements.

Request for Proposals

Staff issued a Request for Proposals ("RFP") on May 25, 2022, and held a mandatory pre-proposal meeting on June 7, 2022. On June 29, 2022, the deadline for submittals, proposals were received from the following six firms (listed alphabetically): AIS, Allied Universal; Global Aviation; Inter-Con Security; PACWEST; and Professional Security Consultants.

All six firms were qualified proposers that met the minimum qualifications set by the Authority, which consisted of the following:

- Proposer must have a minimum of two (2) years of verifiable continuous experience within the last seven (7) years providing security and traffic control services.
- Proposer must have had at least two (2) contracts within the last seven (7) years providing security and traffic control services at a medium hub airport or larger, which includes the tasks listed below:
 - Providing Air Operations Area access gate vehicle inspections and security services.
 - Providing traffic control services.
 - Performing Pre/Post Security Inspection of deliveries and merchandise.
 - Performing Security Services in response to TSA security directives or emergencies.
- Proposer must have at least one contract providing "as-needed" or "on-call" services within the last five (5) years in providing security services and traffic control services at a medium hub airport or larger.

A. Proposal Evaluation

Staff formed a five-person evaluation team to perform a point-based analysis of the presented qualifications, consisting of a review and ranking of the technical proposals received from the six firms. The evaluation focused on the following categories, with the sum of reviewer totals being averaged for each category for a total of 100 possible points:

SC-1: Firm's Experience, Background and Past Performance (25 points)

- Expertise of the firm providing similar scope of services as defined in the Scope of Work
- On-call as-needed contract experience, preferably at a medium hub airport or larger
- Experience with TSA directives and regulations
- Staff accessibility and timeliness to respond to on-call requests

SC-2: Qualifications of Proposed Project Team (25 points)

- Staff workload, including the capacity of the firm staff to support services.
- Professional qualifications, education, and recent security experience of proposed staff and management

SC-3: Technical Approach and Appropriate Credentials (25 points)

- Demonstrates the understanding of the Authority's security and traffic control services needs and the ability to comply with relevant regulations
- Provides methods for supporting "on-call" or "as-needed" Airport security and traffic control services
- Exhibits creative and/or innovative processes and/or procedures in executing Airport security and traffic control services
- Promotes collaboration, teamwork, and effective communication
- Provides for employee development and/or incentives programs

SC-4: Proposed Compensation (20 points)

- Hourly rates are reasonable and markets justifiable for services provided, are firm and fixed price, and are inclusive of all services, equipment, supervision, travel, overhead and profit, and general and administrative fees

SC-5: PSA Acceptance (5 points)

- Acceptance of the Airport Authority contract language

After reviewing the received proposals, three of the submittals were deemed responsive which were scored and ranked as follows:

Selection Criteria	SC-1	SC-2	SC-3	SC-4	SC-5	TOTAL
	Firm's Experience, Background and Past Performance	Qualifications of Proposed Project Team	Technical Approach and Appropriate Credentials	Proposed Compensation	PSA Acceptance	
Maximum Points Possible	25	25	25	20	5	100
FIRM:						
Allied Universal	25	24	24	20	5	98
Global Aviation	23	24	24	18	5	94
Inter-Con Security	20	19	20	19	5	83

B. Pricing Proposals

The pricing proposals from the top three proposers are as follows and reflect the average hourly rate of Security Officers and Supervisors:

Proposer	Average Hourly Rate
Inter-Con Security	\$32.24
Global Aviation	\$34.32
Allied Universal	\$31.26

Each subsequent contract year, service provider may request for an adjustment to the all-inclusive hourly rate based on an increase in the Consumer Price Index for the preceding 12 months, not-to-exceed 6%. Each such request shall be subject to approval by the Commission.

C. Performance Objectives

Performance objectives designed around certain minimum customer service standards and quality of service are included in the RFP requirements and the Airport security and traffic control services Agreement. As part of the proposal evaluation, Staff considered each proposer's ability to meet these and other proposed performance objectives, including measuring achievement of these objectives.

Performance objectives designed around certain minimum training and compliance standards and requirements are included in the RFP requirements and the Airport security and traffic control services Agreement.

To ensure the Authority remains in compliance with all security regulations and security directives, Staff considered each proposer's ability to meet these needs by evaluating the airport experience of the proposer, their training and compliance programs and proposed project approach.

BUDGET IMPACT

Appropriations in the amount of \$1,440,000 were included in the FY 2023 adopted budget for Airport Security and Traffic Control Services to serve as a placeholder pending the results of the RFP process. The FY 2023 estimated costs for these services are \$1,790,200, including eight months of the proposed Agreement, which exceed the appropriations by \$350,200. This increase is primarily due to 1) an increase in the proposed hourly rate; 2) additional staffing hours to address operational needs due to the increase in passenger activity levels and meeting Transportation Security Agency ("TSA") mandates; and 3) a 10% contingency to respond to holiday and operational needs. The additional cost for these services in FY 2023 will be closely monitored and adjusted as necessary to respond to the level of passenger activity. Any significant change will be reported to the Committee and Commission. Appropriations for each subsequent year of the proposed Agreement will be requested during the fiscal year budget process.

The cost of Consumer Item Inspection Services will have no impact on the budget as these costs are fully reimbursable by MCS and Hudson.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to award the proposed Agreement to Allied Universal for a base term of three-years starting November 1, 2022, through October 31, 2025, at a not-to-exceed cost of \$5,987,415, with two one-year extension options for Airport Security and Traffic Control Services, and Consumer Item Inspection Services for \$595,568 and to authorize the President to execute the same.

Proposed Not-To-Exceed
For the period from November 1, 2022 through October 31, 2023
Hollywood Burbank Airport Security and Traffic Services

Name	Annual Hours	Hourly Pay Rate	Annually
Airport Security Supervisors	6,388	\$ 36.04	\$ 230,223.52
Airport Secured Area North Checkpoint	8,760	\$ 30.30	\$ 265,428.00
Airport Secured Area West Checkpoint	8,760	\$ 30.30	\$ 265,428.00
Terminal Rover	2,912	\$ 30.30	\$ 88,233.60
TNC Island	6,370	\$ 30.30	\$ 193,011.00
Airport Vehicle Traffic Controllers	25,480	\$ 30.30	\$ 772,044.00
TOTAL	58,670		\$ 1,814,368.12
Contingency (10%)			\$ 181,436.81
TOTAL			\$ 1,995,804.93

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 3, 2022**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract Extension - Royal Electric
2. Award of Contract - Parking Shuttle Services
3. Shuttle Service Operation; Metrolink Stations and Passenger Terminal
4. Award of Contract - DVSS Extension