



September 15, 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, September 19, 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, September 19, 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, September 19, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. August 15, 2022 **[See page 1]**
5. Items for Approval
 - a. First Extension Option and Landscape Equipment Electrification
Landscape Maintenance Services Agreement
Parkwood Landscape Maintenance, Inc. **[See page 4]**

Staff seeks a recommendation from the Operations and Development Committee 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. and approve the additional monthly cost of \$1,250 to replace all gas-powered landscape equipment with electric landscape equipment.
 - b. Award of Contract
HVAC System Compressor Replacement **[See page 7]**

Staff seeks a recommendation from the Operations and Development Committee 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.
6. Items for Information
 - a. Committee Pending Items **[See page 9]**
7. Adjournment

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

MONDAY, AUGUST 15, 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

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; Scott Kimball, Deputy Executive Director Business and Properties, Safety, Procurement, and Operations; Anthony Defrenza, Director, Engineering and Maintenance; Nerissa Sugars, Director, Marketing Communications and Air Service

2. Approval of Agenda

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

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. July 18, 2022

Motion	Commissioner Hampton (via teleconference) moved approval of the minutes of the July 18, 2022 meeting, seconded by Commissioner Gabel-Luddy.
Motion Approved	There being no objection, a voice vote was taken to accommodate those participating via teleconference. The motion was approved (3-0).

5. Items for Approval

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

This item was previously presented to the Operations and Development Committee ("Committee") on July 18, 2022 and was resubmitted with additional information requested by the Committee. Staff sought 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.

Motion

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

Motion Approved

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

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

Staff sought a Committee recommendation 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.

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).

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

Staff sought a 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 expenditure for these services is for an amount not-to-exceed \$70,000.

Motion

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

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 8:49 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 19, 2022**

**FIRST EXTENSION OPTION AND LANDSCAPE EQUIPMENT ELECTRIFICATION
LANDSCAPE MAINTENANCE SERVICES AGREEMENT
PARKWOOD LANDSCAPE MAINTENANCE, INC.**

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 first of two one-year extension options for the Landscape Maintenance Services Agreement (“Agreement”) with Parkwood Landscape Maintenance, Inc. (“Parkwood”). Staff further seek 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.

BACKGROUND

After a competitive process, on November 4, 2019, the Commission awarded the Agreement to Parkwood Landscape Maintenance, Inc. for a three-year base period, at pre-determined rates for monthly landscape maintenance services. The Agreement also defines hourly rates for on-call additional services that may be required. Additional services may include sprinkler controller replacement, complete irrigation system replacement, and Part 139 on-and-off airport tree trimming or topping. The Agreement is set to expire on December 31, 2022, and two one-year extension options are available to the Authority. The Agreement includes pre-determined monthly rates for each of the extension options available. If the proposed extension is approved, the monthly rate will increase to \$21,191 on January 1, 2023, from the current monthly rate of \$19,992.

Additionally, at the direction of the Commission, Staff requested Parkwood to replace gas-powered landscape equipment with electric alternatives for hedge trimmers, weed whackers, leaf blowers, and lawn mowers. Parkwood indicated that for an additional monthly cost of \$1,250, it will replace the gas-powered equipment. If the proposed additional cost is approved, the process to convert from gas-powered equipment to electric will begin immediately and will be fully implemented by January 1, 2023. Parkwood will not be eligible for the any of the proposed additional monthly cost until all the gas-powered equipment used to service the Airport has been replaced by electric equipment.

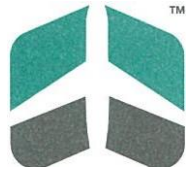
Parkwood is in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the base term of the Agreement.

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 first extension option and authorize Staff to: (i) issue a Notice of Extension to Parkwood, copy attached, and (ii) issue a Change Order for the conversion from gas-powered landscape equipment to electric landscape equipment.



**Hollywood
Burbank
Airport**

October 3, 2022

Via E-mail

Mr. David Melito
Parkwood Landscape Maintenance, Inc.
16443 Hart Street
Van Nuys, CA 91406
dmelito@parkwoodlandscape.com

**Re: November 4, 2019 Landscape Maintenance Services
Agreement**

Dear Mr. Melito:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the November 4, 2019 Landscape Maintenance Services Agreement ("Agreement") executed by the Authority and Parkwood Landscape Maintenance, Inc. ("Parkwood"). 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 October 3, 2022 meeting, the Authority Commission approved the exercise of Extension Option 2, extending the term through December 31, 2023. In accordance with the Fee Schedule, the Year 4 monthly rate of \$21,191 will be effective on January 1, 2023.

Additionally, the Commission approved the proposed additional monthly cost of \$1,250 to provide all electric landscape equipment (e.g., hedge trimmers, weed whackers, leaf blowers, lawn mowers). The conversion from gas operated equipment to electric shall begin as soon as possible and must be fully implemented by January 1, 2023. Parkwood is not eligible for the additional monthly cost until the all the gas operated equipment used servicing the airport has been replaced by electric equipment.

A Change Order to the Agreement will follow to incorporate the changes associated with all electric landscape equipment into the agreement.

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

Anthony DeFrenza
Director, Engineering and Maintenance

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 19, 2022**

**AWARD OF CONTRACT
HVAC SYSTEM COMPRESSOR REPLACEMENT**

Presented by Anthony Defrenza
Director, Engineering and Maintenance

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to award a contract in the amount of \$109,889 to ACCO Engineered Systems ("ACCO") for the replacement of two compressors and associated valves and piping of the Heating Ventilation and Air Condition ("HVAC") 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, is also being placed on the Commission agenda for its consideration immediately following the Committee's meeting.

BACKGROUND

The air conditioning in Building 9 is provided by an HVAC system which includes a 40-ton and 60-ton compressor. Both compressors are over 20 years old and have reached the end of their useful life. The 60-ton compressor has not been kept in regular service since it sustained damage due to an oil pump failure. Although the oil pump was successfully repaired, the compressor sustained a level of damaged which, if kept in continued regular operation, would lead to further internal damage that could contaminate the oil system servicing both compressors, resulting in a potential catastrophic failure of both compressors and the HVAC system in Building 9. Further, due to the age of the current compressors, neither can be rebuilt or rehabilitated, therefore requiring replacement of the equipment as the only viable option.

The compressors are located in a mechanical room on the rooftop of Building 9. It is anticipated the work will require approximately 5 days to complete, during which Building 9 will be without any cooling. During this period, Maintenance Staff will deploy spot coolers to provide a reasonable temperature in the various tenant and Authority offices as well as critical IT rooms located in the building.

Due to the deteriorating condition of the HVAC system Staff reached out to HVAC firms including the Authority's on-call HVAC service provider list for pricing to replace the compressors while maintaining the rest of the HVAC system.

Additionally, replacement of these compressors allows for the use of a more modern refrigerant, extending the life of the HVAC system through the completion of the Replacement Passenger Terminal project.

From the outreach, the two bids received are listed below:

Harbor Pointe:	\$137,819
ACCO:	\$109,889

ACCO submitted a lower bid for the same scope of services and is thus being recommended for award.

ACCO has 90 years of experience working on building mechanical systems throughout the western United States. Over the last 10 years ACCO has successfully completed a number of projects for the Airport, including replacing components of the Building 9 HVAC system of which these compressors are a component, providing the company familiarity and experience working on the existing system.

BUDGET

Appropriations were included in the adopted FY 2023 budget to cover this project.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission approval of an award of contract to ACCO for replacement of the Building 9 HVAC compressors and authorization for Staff to issue the associated purchase order.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
SEPTEMBER 19, 2022**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Security and Traffic Control Services
2. Authorization to Acquire Replacement AFD Rescue Vehicle
3. Award of Contract Extension - Royal Electric
4. Lot F Development
5. Award of Contract - Parking Shuttle Services
6. Award of Contract - DVSS Extension