



October 13, 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 on Monday, October 17, 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 Commission 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: (818) 862-3332*

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

REGULAR MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE  
Airport Skyroom  
Monday, October 17, 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, October 17, 2022

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

a. October 3, 2022

***[See page 1]***

5. Items for Approval

a. Award of Professional Services Agreement for Parking Lot  
Reconfiguration Electrical Work

***[See page 3]***

***Staff seeks an Operations and Development Committee  
recommendation to the Commission that it:***

- ***Award a Construction Agreement in the amount of \$105,000  
to ISSA Electric Inc.***
- ***Approve a project budget for Construction Management,  
Field Oversight and Contract Administration to be completed  
by Staff for a not to exceed amount of \$10,000; and***
- ***Approve a project contingency of \$13,000.***

6. Items for Discussion

a. Committee Pending Items

***[See page 10]***

7. Adjournment

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

**MONDAY, OCTOBER 3, 2022**

A regular meeting of the Operations and Development Committee was called to order 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 (via teleconference), Gabel-Luddy

**Absent:** NONE

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director, Lewis Pianka, Assistant Chief, Airport Fire Department, Ray Hunting, Airport Security Manager

**2. Approval of Agenda**

Agenda was approved as presented.

**Motion** Commissioner Gabel-Luddy moved approval of the agenda; 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).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. September 19, 2022**

A draft copy of the September 19, 2022, minutes were included in the agenda packet for review and approval.

**Motion** Commissioner Hampton (via teleconference) moved approval of the minutes; seconded by Commissioner Gabel-Luddy.

**Motion Approved** There being no objection, a voice vote was taken to accommodate those participating via teleconference. The minutes were approved as presented (3–0).

**5. Items for Approval**

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

Staff sought a Committee recommendation 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.

Due to the current supply chain environment, orders placed for new vehicles have a wait time of 2-3 years. Because the current vehicle has exceeded its useful operational life, Staff research has shown that a secondary market for fire pumper vehicles with significant useful life (5-7 years) would be acceptable.

**Motion**

Commissioner Hampton (via teleconference) moved approval; seconded by Commissioner Gabel-Luddy.

**Motion Approved**

There being no objection, a voice vote was taken, and the motion was approved (3–0).

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

Staff sought a Committee recommendation to the Commission for approval to award a Professional Services 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 (2) 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.

**Motion**

Commissioner Hampton (via teleconference) moved approval; seconded by Commissioner Gabel-Luddy.

**Motion Approved**

There being no objection, a voice vote was taken, and the motion was unanimously approved (3–0).

**6. Items for Discussion**

**a. Committee Pending Items**

Staff updated the Committee on future pending items.

**7. Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:54 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 17, 2022**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR  
PARKING LOT RECONFIGURATION ELECTRICAL WORK**

Presented by Tom Janowitz, Senior Manager, Ground Access and  
Patrick Lammerding, Deputy Executive Director, Planning and Development

**SUMMARY**

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission that it:

- Award a Construction Agreement in the amount of \$105,000 to ISSA Electric Inc.
- Approve a project budget for Construction Management, Field Oversight and Contract Administration to be completed by Staff for a not to exceed amount of \$10,000; and
- Approve a project contingency of \$13,000.

**BACKGROUND**

In preparation for the development of the Replacement Passenger Terminal on the Adjacent Property, the Lot A public parking facility with a capacity of 1,592 spaces and the adjoining Employee parking lot with 567 spaces are anticipated to be closed in the fall of 2023.

This anticipated closure will have a significant impact on the availability of public parking. In order to maximize the availability of parking at the Airport, Staff reviewed the current public parking lots, and the potential for development of additional parking spaces. From its review, Staff determined that Lot B on Hollywood Way, currently leased for vehicle storage with 638 spaces, can be returned to serve airport employee parking needs. Parking Lot C on Thorton Avenue can remain in service as is with its capacity of 517 spaces.

In reviewing close-in parking accommodations near or next to the current terminal the following inventory was confirmed: Lot D with 612 spaces, Lot E with 201 spaces, Lot G with 253 spaces, and the short-term parking structure with 438 spaces. The valet operation has a capacity of 2,386 spaces and does not have the same level of average occupancy as the self-service parking lots. Self-serve parking provides short term patrons, averaging approximately 1.5 days stay, with an ease-of-use option that is operationally more cost efficient.

Staff is therefore recommending that a portion of the valet area be reconfigured to accommodate a new self-serve parking area, to be identified as Lot F, with 434 spaces which would include seven (7) Americans with Disabilities Act (ADA) accessible spaces. This lot would be approximately 3 to 5 minutes walking distance to the terminal and use the currently deployed Skidata revenue control system. The lot would enter from Avenue A and exit via Avenue B. In order to implement this reconfiguration, the first phase of work to be

completed is the electrical scope. The electrical scope of work was identified and bid as a standalone project. Four bids were received in response to the posted RFB:

- ISSA Electric Inc: \$105,000
- Ferreira Coastal Construction Company: \$119,695
- Crosstown: \$166,300
- Royal Electric Co.: \$444,444

Bids were reviewed and determined to be responsive. ISSA Electric Inc., as the low bidder is being recommended for award.

### PROJECTED COSTS:

#### PHASE ONE

Electrical – ISSA Electrical Inc. \$ 105,000

Upon completion of Phase One, the second phase of the project can be implemented. Phase Two entails the installation of paving, curbs, fencing, signage, security and control systems. The costs for these elements will be bid separately by trade, except for those items which are exclusively under current contract. The estimated cost by category for Phase Two is as follows:

Civil / Paving / Curb	\$ 100,000
Fencing / Gate	\$ 90,000
Striping / Signs	\$ 20,000
Parking Revenue Control – Skidata, current provider	\$ 78,000
Digital Video Security System – SAS, current provider	\$ 30,000
Access Control – Securitech, current provider	\$ 22,000
Network Cable Install	\$ 25,000
Construction Management and Contract Administration	\$ 45,000
Contingency for Unforeseen Items	\$ <u>60,000</u>

**Phase One and Two Total \$ 575,000**

Staff will publicly solicit bids for those Phase Two services, which are not currently under contract, by a specific vendor. For those items that have a specific vendor, the proposed project was reviewed by each vendor and proposals were obtained. Staff will present the Phase Two components of the project for the Committee's consideration at a future date.

### FUNDING

The adopted FY 2022-2023 Facility Improvement Program Budget includes \$575,000 for Public Parking Lot Improvements.

### SCHEDULE

The electrical project scope will commence after the award and execution of the Construction Agreement. A request for bids for Phase Two services will be posted such that a Construction Agreement can be considered by the Committee and Commission to be in place to commence the civil and paving work as soon as the electrical work is completed. The remaining elements of the project (fencing, striping and signage followed by the

installation of parking revenue control, DVSS equipment, and access control equipment) will be scheduled to commence immediately after the electrical and paving work is completed.

#### OPERATIONAL IMPACTS

Construction will be coordinated with the valet operator to minimize impact to the valet operations and the work which impacts traffic on Avenue A and B will be completed at night to minimize impacts to the airport vehicular traffic.

#### STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it approve Phase One of the proposed Lot F development with an award of a Construction Agreement in the amount of \$105,000 to ISSA Electric Inc., with a project budget of \$10,000 for in-house construction management, field oversight, and contract administration with contingency for unforeseen items of \$13,000.



## CONSTRUCTION AGREEMENT

(Burbank-Glendale-Pasadena Airport Authority/ISSA Electric, Inc.)

THIS CONSTRUCTION AGREEMENT (“Agreement”) is dated October 17, 2022 for reference purposes and is executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Authority”) and ISSA Electric, Inc., a California corporation, (“Contractor”). Contractor’s CSLB license number is 1028054. Contractor’s DIR registration number is 1000675422.

In consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Notice Inviting Bids, the Instructions to Bidders, the Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, General Federal Provisions, Special Federal Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, Supplemental Agreements and the BUR Clean Construction Policy to the extent attached to this Agreement. Such attachments are incorporated herein by reference.
2. Scope of Services. Contractor shall perform the Work in a good and workmanlike manner for the project identified as **PARKING RECONFIGURATION ELECTRICAL PROJECT** (“Project”), as described in this Agreement and in the Contract Documents.
3. Compensation. In consideration of the services rendered hereunder, Authority shall pay Contractor a not to exceed amount of one hundred five thousand dollars (\$105,000.00) in accordance with the prices as submitted in the Bid.
4. Incorporation by Reference. All of the following documents are attached hereto and incorporated herein by reference: Workers’ Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. Antitrust Claims. In entering into this Agreement, Contractor offers and agrees to assign to Authority all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Business and Professions Code Section 16700 et seq.) arising from purchases of goods, services, or materials pursuant to this Agreement. This assignment shall be made and become effective at the time Authority tenders final payment to Contractor without further acknowledgment by the parties.
6. Prevailing Wages. Authority and Contractor acknowledge that the Project is a “public works project” within the scope of the Prevailing Wage Law (Labor Code Section 1720 et seq.).
7. Workers’ Compensation. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Agreement, Contractor certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will

comply with such provisions before commencing the performance of the work of this contract.”

8. Execution Warranty. Any person executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

9. Entire Agreement. This Agreement, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between Authority and Contractor related to the Project. This Agreement supersedes all prior oral or written negotiations, representations or agreements related to the Project. This Agreement may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Agreement.

10. Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

**[SIGNATURES ON FOLLOWING PAGE]**

**TO EXECUTE THIS AGREEMENT**, the parties have caused their authorized representatives to sign below.

**ISSA Electric, Inc.**  
3994 Mennes Avenue  
Riverside, CA 92509

DocuSigned by:  
*Melisa Sanchez*  
2FAC97767C07480  
☐ Chairperson ☒ President ☐ Vice President

DocuSigned by:  
*Melisa Sanchez*  
2FAC97767C07480  
☐ Secretary ☐ Asst. Secretary  
☒ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

**Burbank-Glendale-Pasadena Airport Authority**  
2627 N Hollywood Way  
Burbank, CA 91505

\_\_\_\_\_  
President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

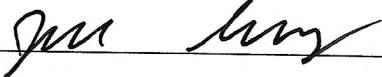
**BID SHEETS****PARKING RECONFIGURATION ELECTRICAL PROJECT ["Project"]**Bidder's Name: ISSA ELECTRIC, INC.

To the Burbank-Glendale-Pasadena Airport Authority:

In compliance with the Notice Inviting Bids, the undersigned hereby agrees to execute the construction agreement to furnish all labor, materials, equipment and supplies for the Project in accordance with the Contract Documents to the satisfaction and under the direction of the Manager, Construction Services, at the following prices:

**BASE AMOUNT:**

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
1.	AS DESCRIBED IN PROJECT DOCUMENTS	1	LS	\$105,000.00	\$105,000.00
TOTAL BASE AMOUNT					<u>\$105,000.00</u>

**TOTAL BID PRICE = BASE AMOUNT**TOTAL BID PRICE IN DIGITS: \$ 105,000.00TOTAL BID PRICE IN WORDS: One Hundred Five Thousand and Zero CentsSignature: Title: Project ManagerDate: 7-25-22

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

A Schedule of Values must be provided upon request.

References must be provided upon request.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 17, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

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