



November 17, 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, November 21, 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, November 21, 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, November 21, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. October 17, 2022
5. Items for Approval

[See page 1]

- a. Eighth Amendment to Concession Agreement  
Airport Advertising Program

[See page 3]

***Staff seeks the recommendation of the Operations and Development Committee (“Committee”) to the Commission to approve a proposed Eighth Amendment to the Concession Agreement for Airport Advertising Program with Lamar Airport Advertising Company. The proposed Amendment extends the Agreement to the earlier of December 31, 2026 or the date the Replacement Passenger Terminal opens.***

***To ensure the advertising program is continued without interruption, subject to the recommendation of the Committee, this item has been placed on the Consent Calendar of the Commission meeting immediately following the Committee’s meeting.***

- b. Amendment No. 1 to Courtesy Shuttle Services Agreement

[See page 9]

***Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve a proposed Amendment No. 1 (“Amendment”) to the Courtesy Shuttle Services Agreement dated March 1, 2022 (“Agreement”) with MV Transportation, Inc. scheduled to expire on December 31, 2022. The proposed Amendment revises the cost of the contract from \$234,797.61 per month to \$239,493.56 per month, plus the cost of fuel, and extends the performance term of the Agreement to June 30, 2023. If approved, the proposed Amendment would become effective December 31, 2022.***

***In order to ensure the courtesy shuttle service to and from the Authority’s remote parking lots continues without interruption, this item, subject to the Committee’s recommendation, has been placed on the Commission’s Consent Calendar for its meeting immediately following the Committee’s meeting.***

- c. First Extension Option  
Airfield Lighting Electrical Inspection, Testing, and On-Call Repair Services **[See page 13]**

***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 and a 3% fee schedule increase for the Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Agreement with Vellutini Corporation dba Royal Electric Company.***

***In order to ensure continued on-call services through the winter season, this item, subject to the Committee's recommendation, has been placed on the Consent Calendar of the Commission agenda for its meeting immediately following the Committee's meeting.***

6. Items for Information

- a. Committee Pending Items

**[See page 17]**

7. Adjournment

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

**MONDAY, OCTOBER 17, 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 8:30 a.m., by Commissioner Devine.

**1. ROLL CALL**

**Present:** Commissioners Devine (via teleconference), Hampton (via teleconference), Gabel-Luddy

**Absent:** NONE

**Also Present:** Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Tom Janowitz, Sr. Manager, Ground Access

**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. October 3, 2022**

A draft copy of the October 3, 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. Award of Professional Services Agreement for Parking Lot Reconfiguration Electrical Work

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 and close-in parking accommodation near or next to the current terminal.

Staff recommended 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. The implementation of Phase One, the electrical scope of work, was identified and bid as a standalone project, with ISSA Electric Inc. identified as the low bidder and being recommended for award.

Staff sought a 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.

#### 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).

## 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 8:47 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 21, 2022**

**EIGHTH AMENDMENT TO CONCESSION AGREEMENT  
AIRPORT ADVERTISING PROGRAM**

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

**SUMMARY**

Staff seeks the recommendation of the Operations and Development Committee (“Committee”) to the Commission to approve a proposed Eighth Amendment (“Amendment”) to the Concession Agreement for Airport Advertising Program (“Agreement”) with Lamar Airport Advertising Company (“Lamar”). The proposed Amendment extends the Agreement to the earlier of December 31, 2026, or the date the Replacement Passenger Terminal (“RPT”) opens.

To ensure the advertising program is continued without interruption, subject to the recommendation of the Committee, this item has been placed on the Consent Calendar of the Commission meeting immediately following the Committee’s meeting.

**BACKGROUND**

On May 17, 2004, the Authority and F/F/E Display Services (“F/F/E”), a d/b/a name of Alliance Corporation, entered into the Agreement. The Agreement granted F/F/E the exclusive right to operate an advertising concession at the Airport. The scope of these services includes interior diorama displays and wall wraps, television monitors in the holdrooms, advertising displays in the bus/transit shelters, and displays on specific exterior areas of the terminal facility and ancillary Airport facilities/areas.

Effective August 26, 2006, Alliance Corporation changed its d/b/a name from F/F/E Display Services to Alliance Airport Advertising (“Alliance”), and in March 2015, Alliance submitted a request for the Authority’s Consent to Change of Ownership from Alliance Airport Advertising to Lamar Airport Advertising Company. The Consent to Change of Ownership was approved on June 15, 2015.

The Agreement has been amended and extended several times through the years and currently is set to expire on December 31, 2022 or on the date that the current passenger terminal closes, whichever occurs first.

In August 2022, Lamar reached out to staff and inquired about extending the Agreement to either the earlier of December 31, 2026, or the date that the RPT opens and the existing terminal is closed. In the event the RPT is not opened by December 31, 2026, the proposed Amendment would continue on a month-to-month basis unless terminated by either party upon 30 days prior written notice.

The proposed Amendment also requires Lamar to invest \$195,000 on mutually agreed upon new capital improvements by December 31, 2023. These improvements are to consist of replacing the existing signs with energy efficient tension fabric signs, upgrading the Airport's WiFi system to provide more reliable bandwidth service in both Terminals A and B as well as expansion of the WiFi service to the terminal curb front.

#### DETAILS

Key components of the proposed Amendment are:

- Premises: Terminal at the Airport
- Use: Airport Advertising
- Term: From January 1, 2023 to the either of December 31, 2026 or the date the RPT opens. In the event the RPT opening is delayed beyond December 31, 2026, the Agreement shall continue on a month-to-month basis.
- Termination: May occur on either the earlier of December 31, 2026 or on the date the RPT opens. If the RPT opening is delay beyond December 31, 2026, the Agreement may be terminated with a 30-days prior written notice by either party.
- Rent: Greater of the annual Minimum Annual Guarantee ("MAG") or 47% of gross revenue receipts. The MAG for the period from August 2022 to July 2023 shall be \$53,938.02 per month.

#### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed Amendment with Lamar and authorize the Authority President to execute the same.

**EIGHTH AMENDMENT TO  
CONCESSION AGREEMENT FOR AIRPORT ADVERTISING PROGRAM**

This Eighth Amendment to the “May 17, 2004 Concession Agreement for Airport Advertising Program (“Agreement”) is executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers authority (“Authority”), and Lamar Airport Advertising Company, a Nevada corporation formerly known as “Alliance Corporation” (“Lamar”).

**R E C I T A L S**

A. The Authority and Alliance Corporation executed the Agreement to provide for Alliance’s development and management of an airport advertising program at the Bob Hope Airport (commonly known as Hollywood Burbank Airport), including a minimum \$250,000 capital investment.

B. The Authority executed a June 15, 2015 Consent to Change of Ownership for Concession Agreement for Airport Advertising Program to memorialize its consent to a change of ownership and control of Alliance Corporation.

C. The Authority has executed the following amendments to the Agreement (collectively, the “Prior Amendments”), and Lamar hereby ratifies the same:

1. A June 18, 2007 First Amendment to memorialize Alliance’s name change and update Alliance’s contact information.

2. An October 6, 2008 Second Amendment to extend the term and clarify the Minimum Annual Guarantee payment requirement.

3. A November 4, 2013 Third Amendment to: extend the term; establish a new extension option for Authority; clarify the Minimum Annual Guarantee payment requirement; and establish a new \$250,000 capital investment requirement.

4. A June 4, 2018 Fourth Amendment to: remove the Authority from the process of Lamar’s review and approval of proposed signs and advertisements; extend the term; revise the Authority’s extension option; establish a new \$95,000 capital investment requirement; and provide for a contingent \$75,000 capital investment requirement.

5. An April 6, 2020 Fifth Amendment to establish a COVID-19 pandemic relief plan that provides a three month abatement of the Minimum Annual Guarantee payment requirement.

6. An August 17, 2020 Sixth Amendment to extend the COVID-19 pandemic relief plan by six months.

7. A December 14, 2020 Seventh Amendment to further extend the COVID-19 relief, as to payments due under the Agreement.

D. The parties desire to further amend the Agreement to extend the term of the Agreement; require new improvements costing up to \$195,000, and make certain other changes as described below.

**NOW, THEREFORE**, the parties agree as follows:

**1. Extension of Term.** The term of the Agreement is hereby extended to the earlier of: (i) December 31, 2026, or (ii) the date on which the existing Airport terminal building is permanently closed by Authority. Authority will give Lamar at least ninety (90) days' prior written notice of the permanent closure of the existing Airport terminal building. Upon the scheduled expiration of such fixed term, the Agreement shall continue on a month-to-month basis, such that it shall be terminable by either party upon thirty (30) days prior written notice, and the Executive Director of the Authority may give such notice on behalf of the Authority.

**2. Required New Improvements.** Failure to comply with this Section 2 shall constitute a default under the Agreement. On or before February 28, 2023, Lamar shall submit to Authority detailed plans for the new improvements described on Exhibit "A" attached hereto ("New Improvements") for approval by Authority (and the Executive Director of Authority may give such approval, provided it is in writing). On or before March 31, 2023, Lamar shall obtain all permits required for the New Improvements and, subject to delays beyond its control (*i.e.*, so-called "force majeure delays or supply chain interruptions"), shall commence construction of the New Improvements by such date. On or before December 31, 2023, subject to delays beyond its control (*i.e.*, so-called "force majeure delays or supply chain interruptions"), Lamar shall complete the New Improvements.

Within thirty (30) business days after completion, Lamar shall submit reasonable evidence of the cost of the New Improvements to Authority.

Section 3.1.4 of the Agreement shall no longer apply to any improvements made by Lamar or its predecessor Alliance prior to the date hereof, but Section 3.1.4 of the Agreement shall apply to such New Improvements and additional improvements, such that if Authority terminates the Agreement prior to December 31, 2026, then Authority shall reimburse Lamar for the unamortized portion of the New Improvements, which shall be calculated based on a term ending on December 31, 2026.

**3. Amendment of Section 4.2.** Section 4.2 of the Agreement is hereby amended by replacing "fifty percent (50%)" with "forty-seven percent (47%)" in such Section.

**4. Preservation of Agreement.** Except as expressly modified by this Eighth Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Eighth Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Eighth Amendment shall control.

**5. Counterparts.** This Eighth Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

TO EFFECTUATE THIS EIGHTH AMENDMENT, the parties have caused their duly authorized representatives to execute this Eighth Amendment by signing below.

**LAMAR:**

LAMAR AIRPORT ADVERTISING COMPANY,  
a Nevada corporation



\_\_\_\_\_  
Christopher Trares  
Vice President

**AUTHORITY:**

BURBANK-GLENDALE-PASADENA  
AIRPORT AUTHORITY

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form:

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

**EXHIBIT "A"**  
**GENERAL DESCRIPTION OF REQUIRED NEW IMPROVEMENTS**

LAMAR AIRPORT ADVERTISING'S HOLLYWOOD BURBANK AIRPORT ADVERTISING CONCESSION  
\$195,000 CAPITAL INVESTMENT PROPOSAL – BRIDGE AGREEMENT TO REPLACEMENT TERMINAL OPENING  
REDUCE QUANTITY OF BACKLIT WALL SIGNS, REPLACE ALL WITH ENERGY EFFICIENT TENSION FABRIC SIGNS, UPGRADE WIFI  
(Airport installs new WiFi wiring)

## BACKLIT TENSION FABRIC SIGNS

Replacing up to 61 locations with consideration towards removing historically undersold locations and reducing visual clutter.



## MORE ROBUST WiFi THROUGHOUT THE TERMINAL

### **UPGRADE WiFi THROUGHOUT THE AIRPORT**

- NEW ACCESS POINTS
- UPDATE ROUTERS & PORTAL SERVERS
- EXPAND SERVICE TO THE CURB
- CREATE TWO SEPARATE SYSTEMS TO ALLOW INDEPENDENT BANDWIDTH IN TERMINAL A & B
- UPGRADE SWITCH GEAR IN ALL ROOMS, UPDATE FIBER LINKS, AND MDF & IDF ROOMS
- AIRPORT TO INSTALL NEW WiFi WIRING

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 21, 2022**

**AMENDMENT NO. 1 TO  
COURTESY SHUTTLE SERVICES AGREEMENT**

Presented by Tom Janowitz  
Senior Manager, Ground Access

**SUMMARY**

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve a proposed Amendment No. 1 (“Amendment”) to the Courtesy Shuttle Services Agreement dated March 1, 2022 (“Agreement”) with MV Transportation, Inc. (“MV”) scheduled to expire on December 31, 2022. The proposed Amendment revises the cost of the contract from \$234,797.61 per month to \$239,493.56 per month, plus the cost of fuel, and extends the performance term of the Agreement to June 30, 2023. If approved, the proposed Amendment would become effective December 31, 2022.

In order to ensure the courtesy shuttle service to and from the Authority’s remote parking lots continues without interruption, this item, subject to the Committee’s recommendation, has been placed on the Commission’s Consent Calendar for its meeting immediately following the Committee’s meeting.

**BACKGROUND**

MV has provided the courtesy shuttle service between the Airport’s remote parking lots and terminal from 2015 to 2020. During the COVID-19 pandemic, with the closure of the remote lots, this service was suspended in 2020.

Coinciding with the rebound in passenger traffic, the Commission began to reopen the remote parking lots and on October 18, 2021, MV was awarded a month-to-month agreement for courtesy shuttle services while Staff issued an RFP for courtesy shuttle services over a longer-term.

Upon completion of a competitive selection process, MV was awarded a ten-month Agreement on February 22, 2022, for the fixed-route shuttle services to the Authority’s remote parking lots and Employee Parking Lot. The intent of the term of this Agreement was to provide Staff an opportunity to continue shuttle services while it researched a shift to electric shuttle vehicles.

On April 26, 2022, a Request for Information (“RFI”) was issued to determine if the shuttle service industry was in a position with the necessary expertise to operate an electric vehicle fleet at the Airport. The results of the RFI are to be incorporated into a future solicitation for these shuttle services.

With the Authority's current parking management service agreement for the self-park lots, the valet parking operation and employee parking lot scheduled to expire on June 30, 2023, Staff plans on issuing a Request for Proposals ("RFP") in early 2023 combining both parking management services and shuttle service operations utilizing the information gained from the RFI on migrating to an all-electric shuttle fleet. The potential efficiencies gained with one operator for both services will support achieving the goals of the Authority's Air Quality Improvement Plan.

### DETAILS

The proposed Amendment increases the monthly cost of the shuttle operation to \$239,493.56, which represents a 2% increase to the current monthly rate of \$234,797.61. The 2% increase reflects the upcoming increases in MV's employees that are covered under a collective bargaining agreement.

Under the proposed Amendment, MV will continue to utilize its fleet of CNG-powered, 18-passenger ADA-compliant vehicles dedicated to the Airport.

As previously stated, the proposed Amendment extends the term of the Agreement to allow the Authority to incorporate courtesy shuttle services and information obtained from the RFI to transition to an all-electric shuttle fleet into the upcoming RFP for Self-Park Management, Valet Parking Management, Employee Parking Management and Shuttle Services. This RFP will be issued in the second half of FY 2023 for services beginning July 1, 2023. Combining the parking management and shuttle operation services into one agreement has potential cost savings and operational efficiencies for the Authority.

### BUDGET IMPACT

The FY 2023 adopted budget included appropriations of \$3,000,000 for shuttle services which can accommodate the increase in cost of the proposed Amendment. Since the beginning of the fiscal year, shuttle fuel costs (which are budgeted separately) have been volatile due to price fluctuations and will continue to be monitored as the fiscal year progresses.

### STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission to approve the proposed Amendment with MV and authorize the President to execute the same.

**AMENDMENT NO. 1  
TO COURTESY SHUTTLE SERVICES AGREEMENT  
(Burbank-Glendale-Pasadena Airport Authority / MV Public Transportation, Inc.)**

THIS AMENDMENT NO. 1 (“First Amendment”) to the March 1, 2022 Courtesy Shuttle Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority, a California joint powers agency (“Authority”), and MV Public Transportation, Inc., a California corporation (“Operator”), is dated November 21, 2022 (“Effective Date”) for reference purposes. Operator and Authority may each be referred to hereinafter individually as a “party” or collectively as the “parties.”

**RECITALS**

- A. The parties executed the Agreement to provide for the Authority’s retention of Operator to provide airport shuttle services.
- B. The parties desire to amend the Agreement to extend the term six months and increase the monthly fee.

**NOW, THEREFORE**, the parties agree as follows:

**1. Modifications.**

- a. Paragraph (C) of Section 1 (Definitions) of the Agreement is amended to read as follows:

“C. ‘Contract Amount’ shall mean \$239,493.56 per month, plus the cost of fuel.”

- b. Section 4 (Term) of the Agreement is amended to read as follows:

“4. **Term:** The term of this Agreement begins on the Effective Date and ends on June 30, 2023.”

- 2. **Effectiveness.** This First Amendment shall be effective on December 31, 2022.

- 3. **Counterparts.** This First Amendment may be executed in one or more counterparts (including by means of telecopied signature page or as a PDF or similar attachment to an electronic communication).

- 4. **Preservation of Agreement.** Except as expressly modified by this First Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.

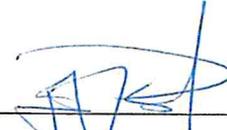
**TO EXECUTE THIS FIRST AMENDMENT**, the parties have caused their duly authorized representatives to sign below.

MV Transportation, Inc.

By: DocuSigned by:  
Kevin Klika  
0AFE8ECCBDC5478...

Print Name: Kevin Klika

Chairperson  President  Vice President

By: 

Print Name: Jamie Pierson

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**

Emily Gabel-Luddy, President

Approved as to form:

Richards, Watson & Gershon  
A Professional Corporation

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 21, 2022**

**FIRST EXTENSION OPTION  
AIRFIELD LIGHTING ELECTRICAL INSPECTION,  
TESTING, AND ON-CALL REPAIR SERVICES**

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 and a 3% fee schedule increase for the Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Agreement (“Agreement”) with Vellutini Corporation dba Royal Electric Company (“Royal Electric”).

In order to ensure continued on-call services through the winter season, this item, subject to the Committee’s recommendation, has been placed on the Consent Calendar of the Commission agenda for its meeting immediately following the Committee’s meeting.

**BACKGROUND**

In December 2020 the Commission awarded a two-year contract to Royal Electric for monthly testing and inspection services of the airfield lighting system at a cost of \$43,300 annually. The Agreement includes two one-year extension options with an allowable 3% increase for each extension year. The Agreement also includes rates for on-call repair and emergency services if needed. The existing agreement expires January 31, 2023.

An operational airfield lighting system is critical to the success and safety of the airport’s daily operations. The FAA provides detailed guidance on best practices associated with testing and inspection, and with preventative maintenance activities, for different components of a typical airport’s airfield lighting system. The Authority’s Maintenance Department is the primary provider of preventative maintenance and undertakes certain necessary repairs to the airfield lighting system. The on-call services of a qualified electrical contractor that has expertise with airfield lighting systems will ensure back-up support to the Maintenance Department, assist with maintaining stricter compliance with recommendations that are issued by the FAA as well as improve the reliability and longevity of the existing system.

In accordance with Section 4.C of the Agreement, for each extension option exercised by the Authority, the Fee Schedule may be increased 3% upon Contractor request and Commission approval. As such, the values provided in the updated Fee Schedule table (attached) have been increased by 3% and if approved will be effective February 1, 2023. Royal Electric’s satisfactory performance under the terms of the existing agreement, its unique specialty and extensive experience with airfield lighting systems, and its familiarity

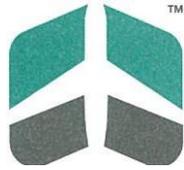
with Hollywood Burbank Airport's airfield lighting system is the basis for Staff's recommendation to extend the term of the Agreement.

BUDGET

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

STAFF RECOMMENDATION

Staff seeks Committee recommendation to the Commission for approval of the first extension option, a 3% fee schedule increase, and authorization for Staff to issue notice of extension to Royal Electric.



**Hollywood  
Burbank  
Airport**

November 21, 2022

Via e-mail

Mr. Randy Sondreal  
**Vellutini Corporation dba Royal Electric  
Company**  
8481 Carbide Court  
Sacramento, CA 95828

**Re: Airfield Lighting Electrical Inspection, Testing and On-Call  
Repair Services dated January 19, 2021 Exercise Extension  
Option Number 1**

Dear Mr. Randy Sondreal:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority (" Authority") with reference to the January 19, 2021 Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Agreement (" Agreement") executed by the Authority and Vellutini Corporation dba Royal Electric Company ("Royal Electric"). 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 November 21, 2022 meeting, the Authority Commission approved the exercise of Extension Option 1, extending the term though January 31, 2024.

In accordance with Section 4.C., for each extension option exercised by the Authority, the Fee Schedule may be increased 3% upon Contractor request. As such, the values provided in the updated Fee Schedule table (attached) have been increased by 3.0% and will be effective February 1, 2023.

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

Anthony DeFrenza  
Director, Engineering and Maintenance

<b>Burbank-Hollywood Airport Oncall Maintenance</b>			
<b>Projected Contract Term: Feb 2023 thru January 2025</b>			
<u>SEE ATTACHED CHECKLISTS FOR SPECIFIC SCOPE OF WORK</u>	<u>PROPOSED SCHEDULE</u>		
<u>WORK PERIOD</u>	<u>SCHEDULED DAYS</u>	<u>ASSESSMENTS TAKING PLACE</u>	<u>PROJECTED BILLING BASED ON ATTACHMENT F - FEE SCHEDULE</u>
Mar-23		Quarterly	\$ <del>4,700.00</del> \$4,841
Jun-23		Quarterly/Semi-Annual	\$ <del>15,200.00</del> \$15,656
Sep-23		Quarterly	\$ <del>4,700.00</del> \$4,481
Dec-24		Quarterly/Semi-Annual/Annual	\$ <del>18,700.00</del> \$19,261
Mar-24		Quarterly	\$ <del>4,700.00</del> \$4,841
Jun-24		Quarterly/Semi-Annual	\$ <del>15,200.00</del> \$15,656
Sep-24		Quarterly	\$ <del>4,700.00</del> \$4,841
Dec-24		Quarterly/Semi-Annual/Annual	\$ <del>18,700.00</del> \$19,261
		<b>TOTAL BASE</b>	\$ <del>86,600.00</del> \$89,198

<u>DAILY RATE FOR NORMAL TASK ORDERS</u>	<u>INCLUDED</u>	
\$ <del>3,500.00</del> \$3,605	2 Electricians, 1 truck with Standard Tools including travel	**Based negotiated labor agreements anything over 4 hours is considered an 8 hr day.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
NOVEMBER 21, 2022**

**COMMITTEE PENDING ITEMS**

**Future**

1. Shuttle Service Operation; Metrolink Stations and Passenger Terminal
2. Award of Contract - DVSS Extension