



January 12, 2023

CANCELLATION NOTICE OF A REGULAR MEETING
AND
CALL AND NOTICE OF A SPECIAL MEETING OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the Airport Authority administration offices will be closed on Monday, January 16, 2023, in observance of Martin Luther King, Jr., Day. Therefore, the regular meeting of the Operations and Development Committee scheduled for Monday, January 16, 2023, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Tuesday, January 17, 2023, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Tuesday, January 17, 2023
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

Tuesday, January 17, 2023

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

a. November 21, 2022

[See page 1]

5. Items for Approval

- a. Award of Professional Services Agreement
Runway Shoulders and Blast Pad Rehabilitation Design (E22-11) and
Approval of CEQA Exemption Finding

[See page 4]

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

- ***Concur with a California Environmental Quality Act exemption finding;***
- ***Award a Professional Services Agreement for design and engineering services in the amount of \$263,772 to RDM, International, Inc.;***
- ***Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and***
- ***Approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.***

- b. Transportation Network Company Staging Lot Agreement

[See page 8]

Staff seeks the recommendation of the Operations and Development Committee to the Commission for approval of the proposed Transportation Network Company Staging Lot Agreement, with the Transportation Network Companies ("TNCs") serving the Airport. This Agreement allows TNCs that have executed an Airport Access and Facilities Use Agreement with the Authority to park at a designated geofenced staging lot located in the northeast quadrant of the Airport on Cohasset Street in Burbank.

6. Items for Information
- a. Committee Pending Items
7. Adjournment

[See page 10]

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

MONDAY, NOVEMBER 21, 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;
Scott Kimball, Deputy Executive Director, Business and Properties, SMS, Procurement and Operations;
Tom Janowitz, Sr. Manager, Ground Access;
Anthony Defrenza, Director of Engineering and Maintenance

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 17, 2022

A draft copy of the October 17, 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. Eighth Amendment to Concession Agreement – Airport Advertising Program

Staff sought a Committee recommendation to the Commission for approval of a proposed Eighth Amendment (“Amendment”) to the Concession Agreement for Airport Advertising Program (“Agreement”) 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.

Motion

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

Motion Approved

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

b. Amendment No. 1 to Courtesy Shuttle Services Agreement

Staff sought a Committee recommendation to the Commission for approval of 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.

Motion

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

Motion Approved

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

c. First Extension Option Airfield Lighting Electrical Inspection, Testing, and On-Call Repair Services

Staff sought a Committee recommendation 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.

Motion

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

Motion Approved

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

6. Items for Information

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 8:42 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 17, 2023**

**AWARD OF PROFESSIONAL SERVICES AGREEMENT
RUNWAY SHOULDERS AND BLAST PAD REHABILITATION DESIGN (E22-11)
AND APPROVAL OF CEQA EXEMPTION FINDING**

Presented by Kate Sepulveda
Manager, Engineering and Construction

SUMMARY

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

- Concur with a California Environmental Quality Act (“CEQA”) exemption finding;
- Award a Professional Services Agreement (“PSA”) for design and engineering services in the amount of \$263,772 to RDM, International, Inc. (“RDM”);
- Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and
- Approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

BACKGROUND

The Pavement Condition Index (“PCI”) used by the Federal Aviation Administration (“FAA”) to evaluate airfield pavement conditions is calculated for all pavement sections within the Airport Operations Area. The PCI value is updated for each pavement section based on visual inspections conducted annually. When the PCI value indicates the condition of the pavement is “fair” or worse and it is determined that regular maintenance and spot repairs are no longer capable of maintaining the pavement in an acceptable condition, the area is identified for future rehabilitation or reconstruction. Other factors that may cause a pavement section to be identified for rehabilitation or reconstruction are changes in use, drainage or grade issues, age, and adjacency to areas already identified as requiring rehabilitation. Based on these factors, 17 pavement sections were identified for rehabilitation throughout the airfield.

Rehabilitation of the identified areas will improve safety conditions by replacing existing low PCI value material that is fatigued or past the end of its useful life. The design process will identify the most suitable and cost-effective rehabilitation approach for each of the areas within the project scope.

PROJECT DESCRIPTION

The project includes shoulders on both runways, the blast pad area at the north end of Runway 15-33, and a common use ramp area in the southwest quadrant of the airfield.

PROCUREMENT

Staff publicly solicited responses to a combined Request for Qualifications/Request for Proposals (“RFQ/RFP”) on the Authority’s PlanetBids e-procurement website to 440 targeted, potential firms, and publicly advertised the competitive opportunity. Staff received two responses from qualified engineering firms. Those two firms, listed alphabetically, are

- Mead & Hunt
- RDM, International, Inc.

SELECTION PROCESS

Due to the anticipated inclusion of federal funding for this project, the selection process was governed by FAA Advisory Circular 150/5100-14E (“AC”) *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, which states: “Consultants must be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.”

PROPOSAL EVALUATIONS

Written responses were individually evaluated by five Airport staff and were given a score based upon three selection criteria with a maximum possible score of 100 points:

- SC-1 Airport Pavement Design Experience (40 points)
- SC-2 Project Team (40 points)
- SC-3 Project Understanding (20 points)

The average scores are presented in the table below:

	SC-1	SC-2	SC-3	Total
Max Points Possible	40	40	20	100
RDM International, Inc.	39	39	18	96
Mead & Hunt	37	38	19	94

FEE NEGOTIATIONS

In accordance with FAA requirements, Staff was prohibited from any fee discussions with any of the proposers until after a determination of the most qualified firm was reached. Once RDM was identified as the highest scoring proposer and the detailed scope of services was established, Staff prepared an Independent Fee Estimate (“IFE”) to serve as a benchmark in establishing a fair and current market value for the project. Staff requested and received an initial price proposal from RDM. At the conclusion of the negotiations, RDM submitted a revised and final fee proposal which was 2% higher than the IFE. AC guidelines

state that engineering fees should be within 10% of the IFE at the end of the negotiation process. Staff is satisfied that the fee as proposed without further negotiation represents a fair value to the Authority.

In accordance with the fee proposal, a lump sum PSA for design services with RDM in the amount of \$263,772 was finalized. The Record of Negotiations prepared by Procurement Staff and the IFE prepared by Engineering Staff are on file.

A separate fee for Construction Administration services (via change order to the original PSA) will be negotiated and brought back to the Committee and Commission for approval concurrent with the recommendation for the construction services contract. It is anticipated this could occur in June 2023.

DESIGN MANAGEMENT AND CONTRACT ADMINISTRATION

Project design phase management is proposed to be performed by the Airport's Engineering Department staff for a not-to-exceed amount of \$20,000. This amount is approximately 8% of the engineering design costs. Engineering Staff will oversee the design process and provide a constructability review to ensure the project is compatible with the Authority's requirements.

OPERATIONAL IMPACTS

The field research required to complete the design and engineering services will either be performed at night or coordinated during the day to eliminate any operational impacts.

FUNDING

The adopted FY 2022/2023 budget includes \$500,000 for planning, engineering and design services, and design management for the proposed rehabilitation of runway shoulder, runway blast pad, and common use ramp areas.

The project is included as part of a Passenger Facility Charge ("PFC") application submitted to the FAA and Staff expects project costs to be fully funded via PFC funds. Initially, the design will be funded from airport reserves and reimbursed as "project formulation costs" once the PFC application is approved.

PROJECTED COSTS:

RDM	\$263,772
Design Management/Administration	\$ 20,000
Project Aggregate Contingency	<u>\$ 10,000</u>
Total	<u>\$293,772</u>

SCHEDULE

The design phase of the project will commence after the award and execution of the PSA. Construction plans and specifications for bid are anticipated to be completed in the first quarter of calendar year 2023.

ENVIRONMENTAL REVIEW

Staff has reviewed the CEQA guidelines regarding exemptions applicable to the project and determined that the Project is exempt pursuant to the Class 1 categorical exemption (14 C.C.R. § 15301). Among other things, that exemption covers rehabilitation of deteriorated facilities to meet current standards of public health and safety in situations where damage is not substantial and has not resulted from an environmental hazard.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it:

- Concur with the CEQA exemption finding;
- Award a PSA for design and engineering services in the amount of \$263,772 to RDM;
- Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and
- Approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 17, 2023**

TRANSPORTATION NETWORK COMPANY STAGING LOT AGREEMENT

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 for approval of the proposed Transportation Network Company Staging Lot Agreement, copy attached, with the Transportation Network Companies (“TNCs”) serving the Airport. This Agreement allows TNCs that have executed an Airport Access and Facilities Use Agreement with the Authority to park at a designated geo-fenced staging lot located in the northeast quadrant of the Airport on Cohasset Street in Burbank.

BACKGROUND

On September 6, 2016, the Authority approved the Airport Access and Facilities Use Agreement Class VIII Operators (“Agreement”) with Uber, Lyft, Wingz, and Opoli for ride-share services at the Airport.

The Agreement specifies areas of authorized access at the Airport for passenger drop-off at the Terminal curbside with the pick-up location located at the ground transportation island in front of the airport terminal.

Based on an analysis of TNC operations and traffic activity around the Airport, Staff is proposing a staging area utilizing an existing paved area of approximately 24,600 square feet located in the northeast quadrant of the Airport.

The proposed Staging Lot Agreement will allow TNC operators to access the Airport in a more efficient manner responding to passengers seeking ride-share services. This Staging Lot Agreement will also reduce the number of TNC drivers temporarily parking in nearby residential neighborhoods while waiting for an Airport passenger pick-up assignment.

DETAILS

Key components of the proposed Agreement are:

Premises: 24,600 square foot portion of existing paved land located in at 3847 Cohasset Street in Burbank

Use: TNC Staging Lot

Term: Month-To-Month

Termination: 30 days prior written notice

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed Transportation Network Company Staging Lot Agreement with its Transportation Network Companies and authorize the President to execute the same.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JANUARY 17, 2023**

COMMITTEE PENDING ITEMS

Future

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