



February 2, 2023

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, February 6, 2023, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, 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, February 6, 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*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *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 three 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, February 6, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. January 17, 2023 *[See page 1]*
5. Items for Approval
  - a. Fleet Maintenance Services Agreement Extension  
Keolis Transit Services, LLC *[See page 3]*  
  
***Staff seeks a recommendation from the Operations and Development Committee to the Commission to authorize a second one-year extension of the Fleet Maintenance Services Agreement with Keolis Transit Services, LLC.***
  - b. Award of Multi-Year Purchase Order  
Magnetic Ticket & Label Corporation *[See page 4]*  
  
***Staff seeks a recommendation from the Operations and Development Committee to the Commission to approve a multi-year Purchase Order with Magnetic Ticket & Label Corporation for the provision of all paper stock utilized by the SITA Common Use Passenger Processing System and Common Use Self-Service equipment. This paper is a thermal type of stock used for boarding passes, kiosk documents, and baggage tags. The term of the proposed Purchase Order is from April 1, 2023, through March 31, 2026, with two one-year extension options. The cost of these supplies are fully reimbursable by the Airlines serving the Airport. The annual cost of these supplies can vary as the paper stock utilization is affected by passenger use and level of enplanements, but historical annual cost is approximately \$110,000.***
6. Items for Information
  - a. Committee Pending Items *[See page 7]*
7. Adjournment

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

**TUESDAY, JANUARY 17, 2023**

A special meeting of the Operations and Development Committee was called to order this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 8:32 a.m., by Commissioner Devine.

**1. ROLL CALL**

**Present:** Commissioners Devine, Gabel-Luddy, and Hampton (arrived at 8:36 a.m.)

**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; Kate Sepulveda, Manager, Engineering and Construction

**2. Approval of Agenda**

Agenda was approved as presented.

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. November 21, 2022**

A draft copy of the November 21, 2022, minutes was included in the agenda packet for review and approval.

**Motion**

Commissioner Hampton moved approval of the minutes; seconded by Commissioner Gabel-Luddy.

**Motion Approved**

The minutes were approved as presented (2-0, 1 abstention).

**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**

Staff sought a 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. ("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.

The Pavement Condition Index ("PCI") values indicated the condition of 17 pavement sections to be "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. RDM's design process will identify the most suitable and cost-effective rehabilitation approach for each of the areas within the project scope.

**Motion**

Commissioner Gabel-Luddy moved approval; seconded by Commissioner Hampton.

**Motion Approved**

There being no objection, the motion was approved (3–0).

**b. Transportation Network Company Staging Lot Agreement**

Staff sought a Committee recommendation 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 geo- fenced staging lot located in the northeast quadrant of the Airport on Cohasset Street in Burbank.

**Motion**

Commissioner Gabel-Luddy moved approval; seconded by Commissioner Hampton.

**Motion Approved**

There being no objection, 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 8:50 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 6, 2023**

**FLEET MAINTENANCE SERVICES AGREEMENT EXTENSION  
KEOLIS TRANSIT SERVICES, LLC**

Presented by Patrick Lammerding  
Deputy Executive Director, Planning and Development

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to authorize a second one-year extension of the Fleet Maintenance Services Agreement (“Agreement”) with Keolis Transit Services, LLC (“Keolis”).

**BACKGROUND**

In 2016, the Authority entered into a contract for fleet vehicle and equipment maintenance with Keolis for a three-year base period with two one-year extension options. Upon completion of the base term and being satisfied with the performance level of Keolis, the Authority exercised both extension options. In February of 2021, the Authority negotiated a new contract with Keolis. The Agreement has a one-year base term and allows the parties, by consensus, to twice extend the term for one year at a time. The one-year base term ended March 31, 2022. The first one-year extension was exercised April 1, 2022 and ends March 31, 2023.

Keolis remains in good standing with its obligations to the Authority and has maintained a satisfactory level of service for the past seven years. Staff has determined that maintaining continuity with the current fleet vehicle maintenance service provider represents a good value and is in the best interest of the airport.

The current labor rate is \$75.00 per hour during regular hours (non-overtime and non-holiday) for an annual expense of approximately \$150,000. If this second extension is approved, the fixed hourly rate would increase to \$76.50, adjusting the annual labor cost to approximately \$153,000. Parts and materials ordered through Keolis are charged separately and will be subject to an 18% markup. In FY 2022 the cost of parts & materials (without markup) was approximately \$90,000.

**BUDGET**

Appropriations for vehicle maintenance services are included in the adopted FY 2023 budget. Appropriations for these services in the upcoming years will be included in future budget requests.

**STAFF RECOMMENDATION**

Staff seeks the Committee’s recommendation to the Commission to approve a second one-year extension with Keolis to extend the agreement to March 31, 2024 and authorize staff to issue the notice of extension to Keolis and execute the necessary Change Order.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 6, 2023**

**AWARD OF MULTI-YEAR PURCHASE ORDER  
MAGNETIC TICKET & LABEL CORPORATION**

Presented by Thomas Henderson  
Director, Operations

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission to approve a multi-year Purchase Order with Magnetic Ticket & Label Corporation ("MT&L") for the provision of all paper stock utilized by the SITA Common Use Passenger Processing System ("CUPPS") and Common Use Self-Service ("CUSS") equipment. This paper is a thermal type of stock used for boarding passes, kiosk documents, and baggage tags. The term of the proposed Purchase Order is from April 1, 2023, through March 31, 2026, with two one-year extension options. The cost of these supplies are fully reimbursable by the Airlines serving the Airport. The annual cost of these supplies can vary as the paper stock utilization is affected by passenger use and level of enplanements, but historical annual cost is approximately \$110,000.

**BACKGROUND**

In 2012, after selection of SITA for the CUPPS and CUSS equipment, a solicitation for competitive bids was conducted for a paper stock vendor to provide the compatible stock for use in the new equipment. The solicitation required a vendor to provide ticketing and baggage tag stock that can be used in all relevant components of the CUPPS and CUSS equipment, including passenger check-in systems at all gates and ticket counter positions, and at self-service units.

MT&L was selected as the most responsive, responsible supplier for the required paper stock with the lowest price. The CUPPS was completed and certified for use on March 31, 2014. After nearly a decade of system operation, MT&L ticketing stock has performed efficiently and its paper stock continues to be compatible with all components of the common use system. Staff has tried products from other vendors and the experience has been a less efficient performance due to printing jams and other malfunctions caused by the paper stock.

Additionally, as approved by the Commission and the Airlines in October 2021 and amended in July 2022, SITA is currently installing a CUPPS refresh project to replace essential software, hardware, and network infrastructure. The refresh project is necessary to ensure the continued performance of the CUPPS and CUSS equipment to the opening of the Replacement Passenger Terminal. SITA expects to complete the refresh project in March 2023. There are challenges with the supply chain of thermal paper used to create boarding passes and baggage tags. Through these challenges, MT&L has been a responsive supplier, and its stock quality has been consistent, which is essential for the efficient operation of the CUPPS and the CUSS equipment.

The proposed pricing is listed below:

Item	Quantity	Price per UoM
Blank Boarding Pass	1,000,000	\$23.77 / 1,000 units
Kiosk Boarding Pass Rolls	200 rolls	\$24.64 / roll
Bag Tags	1000 cartons (700 per carton)	\$46.19 / carton
Bag Tags – Self Check	900 cartons (700 per carton)	\$47.07 / carton

- All paper stock is ordered from MT&L on an as needed basis. MT&L will produce the quantities as listed above and will work with staff to ensure inventories are replenished in a timely manner.

The estimated annual cost of ticketing and baggage tag paper stock is \$110,000. As stated in the proposal prices will be evaluated twice annually due to potential price changes in the thermal paper market.

#### FUNDING

The proposed agreement with MT&L will have no impact on the Authority's FY 2023 budget as the cost of the paper stock is fully reimbursed by the Airlines serving the Airport.

#### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve a multi-year Purchase Order with MT&L for the paper stock supplies to support the CUPPS and the CUSS equipment.





January 25, 2023

**BOB HOPE AIRPORT  
3 YEAR PROPOSAL STARTING APRIL 1, 2023  
(Option to extend for 2 (1) year terms)**

<u>Item</u>	<u>Quantity</u>	<u>Price per UoM</u>
Blank Boarding Pass	1,000,000	\$23.77/m
Kiosk Rolls	200 rolls	\$24.65/carton
Bag Tags	1000 Cartons (700 per carton)	\$46.19/carton
Bag Tags – Self Check	900 Cartons (700 per carton)	\$47.07/carton

Terms: Net 30

Burbank-Glendale-Pasadena Airport Authority will be responsible for freight.

Prices include warehousing.

MT&L agrees to ship product on an as needed basis per instructions from customer.

MT&L will agree to produce the quantities above and notify customer when inventories need replenished. Reporting options are also available.

Prices will be evaluated every six months due to the instability in the thermal paper market. Price increases will be determined by material increases received by MT&L.

A handwritten signature in black ink that reads 'Rachael King'.

Rachael King  
Client Care Director

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
FEBRUARY 6, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

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