



April 27, 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, May 1, 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, May 1, 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, May 1, 2023

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

a. April 3, 2023

[See page 1]

5. Items for Information

a. Parking Management and Shuttle Service Request for Proposal

[See page 3]

No staff report. Staff will update the Committee on the status of the current contracts for the Parking Management and Airport Shuttle Services. Staff will also provide the status of the Request for Proposal issued on April 21, 2023, for combined parking management and shuttle services and an anticipated timeline to present a proposed award of contract.

b. Airport Landside Roadway Rehabilitation Project

No staff report. Staff will discuss with the Committee elements of an upcoming Airport Landside Roadway Rehabilitation project including the introduction and locations of a potential speed calming component on the Airport terminal roadway.

6. Items for Discussion

a. Committee Pending Items

7. Adjournment

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

MONDAY, APRIL 3, 2023

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 8:40 a.m., by Commissioner Devine.

1. ROLL CALL

Present: Commissioners Devine and Gabel-Luddy

Absent: Commissioner Hampton

Also Present: Staff: Frank Miller, Executive Director;
John Hatanaka, Senior Deputy Executive Director;
Kimberley Parker-Polito; Director, Information &
Communication Technologies; Stephanie
Gunawan-Piraner, Director, Engineering and
Maintenance; Patrick Lammerding, Deputy
Executive Director, Planning and Development;
Edward B. Skvarna, Chief of Police; Director,
Public Safety

2. Approval of Agenda

Agenda was approved as presented.

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. February 6, 2023

A draft copy of the February 6, 2023 Committee minutes was included in the agenda packet for review and approval.

Motion

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

Motion Approved

The minutes were approved as presented (2–0, 1 absent).

5. Items for Approval

**a. Core Network Switches
Replacement and Installation
Services for Primary & DVSS
Networks**

Staff sought a Committee recommendation to the Commission for approval to purchase and install two model C9500 Cisco Catalyst Network Switches and two model C9300 Cisco Catalyst Network Switches, which will replace four current Cisco Catalyst 4500 Series switches that have reached their end of life and are no longer supported by the manufacturer.

The proposed cost for the acquisition and installation of these network switches is \$136,145.85 plus an additional 10% contingency amount of \$15,000 for a total of \$151,145.85.

Subject to the recommendation of the Committee, this item was also placed on the Commission's agenda for consideration immediately following the Committee's meeting.

Motion

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

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

b. Award of Construction Contract for Parking Lot Reconfiguration, Civil Work and Approval of Associated Vendor Work and CEQA Exemption Determination Project Number (E22-13)

Staff sought a Committee recommendation to the Commission that it:

- i) Award a construction contract in the amount of \$226,190 to Geronimo Concrete, Inc.;
- ii) Approve a project budget for Parking and Revenue Control Equipment, DVSS Cameras, Access Control Equipment, and Networking Cable Installation in the amount of \$173,627;
- iii) Authorize a project budget for Construction Management, Field Oversight, and Contract Administration for a not-to-exceed amount of \$35,000;
- iv) Authorize a project contingency of \$60,000; and,
- v) Approve the CEQA exemption determination.

Subject to the recommendation of the Committee, this item was also placed on the Commission's agenda for consideration immediately following the Committee's meeting.

Motion

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

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

c. Award of Purchase Order Portable Radio Replacement Motorola Solutions, Inc.

Staff sought a Committee recommendation to the Commission to approve the acquisition of replacement portable radio equipment from Motorola Solutions, Inc. The proposed acquisition is for the replacement of handheld Motorola portable radios, which currently are used by the

Airport Maintenance Department and have reached the end of their useful life, with thirty-eight Motorola APX 900 series radios. The total cost for the replacement radios programming, and ancillary accessories is \$136,961.16.

Subject to the recommendation of the Committee, this item was also placed on the Commission's agenda for consideration immediately following the Committee's meeting.

Motion

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

Motion Approved

There being no objection, the motion was approved (2–0, 1 absent).

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 8:58 a.m.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
MAY 1, 2023**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Motorola Solutions Inc., Comm Center Console Replacement
2. Award of Contract - Emergency Alert Replacement
3. Contract Extension – MTM; MV Transportation for Shuttle Service
4. Contract Extension – MTM; SP+ Parking Management Services
5. Award of Contract - Parking Management and Shuttle Services
6. Award of Contract - Wildlife Management Study
7. Award of Contract - Landside Pavement Rehabilitation
8. Award of Contract - Replacement Airfield Mower
9. Award of Contract - Janitorial Services
10. Shuttle Service Operation - Metrolink Stations and Passenger Terminal
11. Award of Contract – DVSS Extension