



May 11, 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 15, 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 15, 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 15, 2023

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

a. May 1, 2023

[See page 1]

5. Items for Information

- a. ***The existing parking management (self-park and valet) and courtesy shuttle agreements are set to expire June 30, 2023. Due to a delay incurred with the issuance of a Request for Proposals ("RFP") for these services, Staff seeks a limited three (3) month extension of the respective service agreements with two current service providers. The RFP is requesting bids for combined parking management and courtesy shuttle operations. This extension will allow time to conclude the RFP process and present a recommended contract for award to the Commission.***

[See page 3]

***Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission to approve:***

- 1) ***A proposed Amendment No. 2 to the Self-Park Management Services and Valet Parking Services Agreement with SP Plus Corporation to extend the agreement to September 30th, 2023. If approved, the proposed amendment would become effective immediately, continuing with the current fee structure.***
- 2) ***A proposed Amendment No. 2 to the Courtesy Shuttle Services Agreement with MV Transportation, Inc. to extend the agreement to September 30, 2023 and increase the monthly fee from \$239,493.56 to \$246,678.36 (fuel costs will continue to be paid by the Authority). If approved, the proposed amendment would become effective July 1, 2023.***

***Subject to the Committee's recommendation, this item has been placed on the Commission's consent calendar for its meeting immediately following the Committee's meeting.***

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, MAY 1, 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 8:36 a.m., by Commissioner Devine.

**1. ROLL CALL**

**Present:**

Commissioners Devine and Hampton

**Absent:**

Commissioner Gabel-Luddy

**Also Present:**

Staff: Frank Miller, Executive Director;  
John Hatanaka, Senior Deputy Executive Director;  
Tom Janowitz, Sr. Manager, Ground Access;  
Stephanie Gunawan-Piraner, Director, Engineering  
and Maintenance; 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. April 3, 2023**

A draft copy of the April 3, 2023 Committee minutes was included in the agenda packet for review and approval.

**Motion**

Commissioner Hampton moved approval of the minutes; seconded by Commissioner Devine.

**Motion Approved**

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

**5. Items for Information**

**a. Parking Management and Shuttle  
Service Request for Proposal**

Staff updated the Committee on the status of the current contracts for Parking Management and Airport Shuttle Services. Staff also provided 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**

Staff discussed 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**

Staff updated the Committee on future pending items. Commissioner Hampton requested a report on the possibility of an electric mower for the upcoming award of contract for a replacement airfield mower.

**7. Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:52 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MAY 15, 2023**

**AMENDMENT NO. 2 TO  
SELF-PARK MANAGEMENT SERVICES AND  
VALET PARKING SERVICES AGREEMENT  
AND  
AMENDMENT NO. 2 TO  
COURTESY SHUTTLE SERVICES AGREEMENT**

Presented by Tom Janowitz  
Senior Manager, Ground Access

**SUMMARY**

The existing parking management (self-park and valet) and courtesy shuttle agreements are set to expire June 30, 2023. Due to a delay incurred with the issuance of a Request for Proposals (“RFP”) for these services, Staff seeks a limited three (3) month extension of the respective service agreements with two current service providers. The RFP is requesting bids for combined parking management and courtesy shuttle operations. This extension will allow time to conclude the RFP process and present a recommended contract for award to the Commission.

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

- 1) A proposed Amendment No. 2 to the Self-Park Management Services and Valet Parking Services Agreement with SP Plus Corporation to extend the agreement to September 30th, 2023. If approved, the proposed amendment would become effective immediately, continuing with the current fee structure.
- 2) A proposed Amendment No. 2 to the Courtesy Shuttle Services Agreement with MV Transportation, Inc. to extend the agreement to September 30, 2023 and increase the monthly fee from \$239,493.56 to \$246,678.36 (fuel costs will continue to be paid by the Authority). If approved, the proposed amendment would become effective July 1, 2023.

Subject to the Committee’s recommendation, this item has been placed on the Commission’s consent calendar for its meeting immediately following the Committee’s meeting.

**BACKGROUND**

SP+ has provided self-park management services and valet parking services since 2018. 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 temporary closure of valet and the remote lots, these services were modified or suspended in April 2020.

Coinciding with the rebound in passenger traffic, the Commission began to reopen the valet in July 2020 and the remote parking lots in October 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 Shuttle Agreement on February 22, 2022, for the fixed-route shuttle services to the Authority's remote parking lots and Employee Parking Lot. Amendment No. 1 was executed on November 21, 2022, to extend the term by six months and increase the monthly fee. The intent of the term of this contract was to provide the Authority with an opportunity to continue shuttle services while Staff 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 were incorporated into the solicitation for these shuttle services.

An RFP for Self-Park Management, Valet Parking, and Courtesy Shuttle Services was issued on April 11, 2023, for the purposes of complying with the Memorandum of Understanding with the South Coast Air Quality Management District and the Authority's Air Quality Improvement Plan. Proposals are due on May 22, 2023, with submittal evaluations and interviews thereafter. Staff plans to return to the Committee with a recommendation for Committee and Commission consideration in July 2023.

### DETAILS

The proposed amendment to the Parking Agreement extends the term of the contract to September 20, 2023. All other terms remain unchanged.

The proposed amendment to the Shuttle Agreement increases the monthly cost to \$246,678.36 for labor, which represents a 3% increase to the current monthly rate of \$239,493.56. The 3% increase reflects the increases in MV's employee's labor rates that are covered under a collective bargaining agreement with Teamsters Local 911. The Authority will continue to pay the cost of fuel.

The proposed amendments extend the terms of the contracts to allow the Authority time to ensure RFP respondents incorporate courtesy shuttle services and to integrate a potential new pre-booking system into the Self-Park Management, Valet Parking, and Courtesy Shuttle Services Agreement. Combining these services into one agreement has potential cost savings and operational efficiencies for the Authority.

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

### BUDGET IMPACT

The proposed FY 2024 budget will include appropriations equal to FY 2023 budget amounts, which are close to estimated FY 2023 actual expenditures, as a placeholder pending the conclusion of the RFP process. Upon conclusion of the contract award, the Committee and Commission will be apprised of any resulting budget impact.

### STAFF RECOMMENDATION

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

**AMENDMENT NO. 2 TO  
AGREEMENT FOR SELF-PARK MANAGEMENT SERVICES AND  
VALET PARKING SERVICES**

This Amendment No. 2 ("Second Amendment") to the May 7, 2018 Agreement for Self-Park Management Services and Valet Parking Services ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority") and SP Plus Corporation (SP+) ("Manager") is dated May \_\_, 2023 for reference purposes.

**RECITALS**

- A. The parties executed the Agreement to provide for Manager's performance of self-park management services and valet parking services at the Hollywood Burbank Airport.
- B. The parties executed a February 26, 2019 Amendment No. 1 ("First Amendment") to the Agreement to: (i) specify implementation and management requirements for an e-Commerce Platform; and (ii) reinforce the applicability of Manager's indemnity obligations to the e-Commerce Platform implementation and management.
- C. The parties desire to amend the Agreement to extend the term three months.

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

- 1. **Amendment to Section 1.** Subsection 1.10 of Section 1 ("Definitions") of the Agreement is amended to read as follows:

"1.10 'Expiration' means 11:59 p.m. September 30, 2023."

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

**[SIGNATURES ON FOLLOWING PAGE]**

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

**SP Plus Corporation**

By: Jason Finch

Print Name: Jason Finch

☐ Chairperson ☒ President ☐ Vice President

By: Kristopher Roy

Print Name: KRISTOPHER ROY

☐ 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

**AMENDMENT NO. 2**  
**TO COURTESY SHUTTLE SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / MV Public Transportation, Inc.)

THIS AMENDMENT NO. 2 (“Second 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 May , 2023 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 executed a November 21, 2022 Amendment No. 1 (“First Amendment”) to the Agreement to: extend the term six months and increase the monthly fee.
- C. The parties desire to amend the Agreement to extend the term three 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 \$246,678.36 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 September 30, 2023.”

**2. Effectiveness.** This Second Amendment shall be effective July 1, 2023.

**3. Counterparts.** This Second 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 Second Amendment, all of the provisions of the Agreement (as amended by the First Amendment) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Second Amendment and the provisions of the Agreement (as amended by the First Amendment), the provisions of this Second Amendment shall control.

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

MV Public Transportation, Inc.

By: \_\_\_\_\_

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

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
MAY 15, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - Motorola Solutions Inc., Comm Center Console Replacement
2. Award of Contract - Emergency Alert Phone Replacement
3. Award of Contract - Landside Pavement Rehabilitation
4. Award of Contract - Anyone Collective; Marketing, Air Service Development, Website Management
5. Award of Contract Extension - DFS Janitorial Services
6. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
7. Award of Contract - ARFF Vehicle Acquisition
8. Award of Contract - Wildlife Management Study
9. Award of Contract - Parking Management and Shuttle Services
10. Award of Contract - Replacement Airfield Mower
11. Shuttle Service Operation - Metrolink Stations and Passenger Terminal