



June 22, 2023

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 a special meeting of the Operations and Development Committee will be held on Monday, June 26, 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

SPECIAL MEETING
OF THE
OPERATIONS AND DEVELOPMENT COMMITTEE
Airport Skyroom
Monday, June 26, 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.

AGENDA

Monday, June 26, 2023

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

a. June 5, 2023

[See page 1]

5. Items for Approval

a. Award of Contract

Vehicle Barricade Equipment and Training Services

[See page 4]

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for award of an Equipment and Training Services Agreement to MERIDIAN Rapid Defense Group Rentals LLC (“Meridian”) for equipment and training services related to emergency response conditions and vehicle barricade deployment. The proposed contract is for a three-year base term from July 1, 2023, through June 30, 2026, with two one-year extension options available to the Commission at its discretion. The total contract price for the base term will be \$180,000 plus a fee for actual deployments. The deployment fee is scaled based on the amount of notice provided to Meridian.

As the proposed services is part of the revision to the Airport’s security response plan, subject to the Committee’s recommendation, this item has also been placed on the Commission’s agenda for consideration at its meeting immediately following the Committee’s meeting.

- b. Approval of Aid-in-Construction Deposit for Temporary Construction Power Replacement Passenger Terminal Project

[See page 10]

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve payment of an aid-in-construction deposit with the City of Burbank in the amount of \$494,000 for Burbank Water and Power to purchase long-lead electrical items required to bring temporary power for construction of the Replacement Passenger Terminal Project, anticipated to begin in Spring 2024. This deposit will ultimately be reconciled with BWP’s actual purchase costs.

Due to the long lead time required for these items, subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its consideration at its meeting immediately following the Committee’s meeting.

- c. Award of Contract
Self -Park Management, Valet Parking and Courtesy Shuttle Services [See page 15]

Staff has conducted a competitive solicitation for self-park management, valet parking, and courtesy Shuttle Services at the Airport. Following a comprehensive selection process, Staff seeks an Operations and Development Committee recommendation to the Commission that it award an Agreement for Self-Park Management, Valet Parking and Courtesy Shuttle Services (“Agreement”) to ACE Parking III, LLC (“Ace”).

The Agreement will have a 60-month term beginning on October 1, 2023 and ending September 30, 2028. The budget for the first year of the contract would be \$7,547,764. For the full contract term, Ace’s total operating budget would be \$41,705,102 and the management fee would be \$268,378. This proposed operating budget is subject to revision, however, based on changes in the Authority’s parking and shuttle operation needs as parking configurations are revised during construction of the Replacement Passenger Terminal.

6. Items for Information

- a. Vehicle Acquisition Update

No staff report attached. Staff will clarify for the Committee the vehicle acquisitions that occurred in FY 2023.

- b. Airfield Mower Purchase Considerations [See page 20]

This item is a follow-up to the discussion at the June 5, 2023 Operations and Development Committee meeting. Staff is currently assessing purchase options for commercial grade mowers for airfield operation at Hollywood Burbank Airport to replace the existing mower that has passed its useful life. The current specification is for diesel-powered equipment. This report provides additional briefing on Staff’s evaluation of the availability of comparable zero emissions battery-electric powered airfield mower equipment that meets the Airport’s performance requirements.

7. Items for Discussion

- a. Committee Pending Items [See page 25]

8. Adjournment

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

JUNE 5, 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 8:34 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: John Hatanaka, Senior Deputy Executive Director; Thomas Henderson, Director, Operations; Stephanie Gunawan-Piraner, Director, Engineering and Maintenance

2. Approval of Agenda

Agenda was approved as presented.

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. May 15, 2023

A draft copy of May 15, 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 abstention by Commissioner Gabel-Luddy).

5. Items for Approval

**a. Award of Contract
Communications Center Dispatch
Console Replacement**

Staff sought a recommendation from the Operations and Development Committee (“Committee”) to the Commission for approval of a Communications System and Service Agreement with Motorola Solutions, Inc., the sole source provider for this type of public safety communication equipment, for the purchase, installation, and four-year maintenance support of replacement radio dispatch consoles. The proposed acquisition replaces three MCC 5500 radio dispatch consoles in the Airport Operations Department Communications Center, which have reached end of both useful life and service support, with four Motorola MCC 7500E consoles and

accessories. The equipment purchase and installation cost is \$576,367 and the four-year maintenance support package is \$154,124, for a total project cost of \$730,491.

This item was put on the Commission's agenda for its meeting immediately following the Committee's meeting.

Motion

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

Motion Approved

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

b. Award of Construction Contract for Landside Rehabilitation Project and Approval of Associated Work and CEQA Exemption Determination Project Number (E-23-01)

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

- i) Approve a CEQA exemption determination;
- ii) Award a construction contract in the amount of \$289,288 to All American Asphalt;
- iii) Authorize a project budget for Construction Management, Field Oversight, Quality Assurance Testing, and Contract Administration for a not-to-exceed amount of \$42,000; and
- iv) Authorize a project contingency of \$58,000.

Motion

Commissioner Gabel-Luddy moved approval under the condition that there be a follow-up discussion at a future Committee meeting regarding the outreach efforts being made to small businesses within the three cities regarding the RFP process. The motion was seconded by Commissioner Hampton.

Motion Approved

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

6. Items for Information

a. Airfield Mower Purchase Considerations

Staff is currently assessing purchase options for commercial grade mowers for airfield operation at Hollywood Burbank Airport to replace the existing mower that has passed its useful life. The current specification is for diesel-powered equipment. Staff provided a brief evaluation of the availability of comparable zero-emissions battery-electric powered airfield mower equipment that meets the Airport's performance requirements. The Committee had further questions for staff regarding the availability of electric powered equipment. Staff

will do further research and return to the Committee with additional information.

7. Items for Discussion

a. Committee Pending Items

Staff updated the Committee on future pending items.

8. Adjournment

There being no further business to discuss, the meeting was adjourned at 9:13 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 26, 2023**

**AWARD OF CONTRACT
VEHICLE BARRICADE EQUIPMENT AND TRAINING SERVICES**

Presented by Ray Hunting
Manager, Airport Security

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission for award of an Equipment and Training Services Agreement (“Agreement”) to MERIDIAN Rapid Defense Group Rentals LLC (“Meridian”) for equipment and training services related to emergency response conditions and vehicle barricade deployment. The proposed contract is for a three-year base term from July 1, 2023, through June 30, 2026, with two one-year extension options available to the Commission at its discretion. The total contract price for the base term will be \$180,000 plus a fee for actual deployments. The deployment fee is scaled based on the amount of notice provided to Meridian.

As the proposed services is part of the revision to the Airport’s security response plan, subject to the Committee’s recommendation, this item has also been placed on the Commission’s agenda for consideration at its meeting immediately following the Committee’s meeting.

BACKGROUND

Per TSA regulations, airport operators are required to have a response plan in the event the threat level is raised to “Severe Condition” or “Red.” As part of the regular evaluation of the Airport’s response plan, staff determined that an update is appropriate at this time. During the development of a revised response plan, staff identified a company that provides rental, set up and removal of vehicle barricades, as well as training and drills. This type of barricade equipment is used at many national events, including the Rose Bowl in Pasadena.

Effective vehicle barricade deployment in response to a heightened threat level requires a vendor that has both the equipment and the expertise in deployment and training of Airport Police and security personnel. Under the proposed Agreement, the Authority is able to conduct four drills annually to actually test and deploy the vehicle barricades. As an additional advantage, by renting this equipment, the Authority avoids the capital acquisition, maintenance, and storage costs that otherwise would be necessary to deploy vehicle barricades around the Airport.

PROPOSED COST

The proposed cost for the services is \$5,000 a month, \$60,000 annually for dedicated equipment. Additionally, when the vehicle barricades are deployed, there will be a scaled fee based on the amount of notice (1- 24 hours, 24-48 hours, more than 48 hours) provided to Meridian. Thus, the total contract price for the three-year base term will be \$180,000 plus deployment fees.

FUNDING

The cost of the first year of the agreement is included in the recently adopted FY 2024 budget. Costs for the services in future years will be included in the subsequent fiscal year budget requests.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission that Meridian be awarded a contract for vehicle barricade equipment, training and deployment services and that the President be authorized to execute the same.



Equipment and Training Services Agreement

This Agreement relates to the following understandings and agreements by and between MERIDIAN Rapid Defense Group Rentals LLC ('MERIDIAN') on the one hand, and the Burbank-Glendale- Pasadena Airport Authority, the recipient of the services ("RECIPIENT") with respect to the access to certain equipment and training owned by MERIDIAN and being provided to RECIPIENT.

IT IS UNDERSTOOD that:

1. To meet the needs of an emergency shut down of the Hollywood Burbank Airport ("LOCATION"), RECIPIENT requests the SERVICES of MERIDIAN.
2. SERVICES is defined as availability and access to 24 - Archer 1200 Anti Vehicle Barriers and 2 -Archer Beam Gates at all times during the duration of Agreement. SERVICES also includes up to 4 live deployment trainings annually on mutually agreed upon times.
3. MERIDIAN and RECIPIENT agree to enter into a 3-year agreement for SERVICES, with an option of a 2-year extension. Either party may terminate this Agreement for convenience upon 90-day notice.
4. RECIPIENT agrees to pay \$5,000 a month plus applicable taxes for SERVICES, invoiced at the beginning of each month, to be paid no later than the tenth (10th) of each month of the agreement. Invoices for all actual deployments will be sent to RECIPIENT within five (5)

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www.meridian-barrier.com



days after the deployment and to be paid within ten (10) days after receipt of each invoice.

5. In addition, the RECIPIENT agrees that, in the event a deployment is necessary, MERIDIAN will deploy barriers based on the following rates. This rate includes loading in and out and labor costs
 - a. 1- 24 hour notice = \$5,000 per deployment
 - b. 24 – 48 hour notice = \$4,000 per deployment
 - c. 48 hours + notice = \$3,000 per deployment
6. Indemnification - Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the Agreement.
7. Governing Law - This Agreement and all disputes arising out of or in connection with this Agreement shall be governed by, interpreted under, and construed and enforceable in accordance with, the laws of the State of California, without giving effect to conflict of law principles.

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NOW THEREFORE, MERIDIAN confirms the following:

- a. MERIDIAN is the exclusive provider of certain patented equipment and technology including the Archer 1200 Mobile Vehicle Barriers and the Archer Beam Gate which provide protection from unwarranted and unauthorized vehicle intrusions;
- b. MERIDIAN is authorized by RECIPIENT to move, place and deploy the equipment and technology to the LOCATION for the deployment event at times as agreed sufficiently before the commencement of the event and shall thereafter at a time as agreed following the event pick up and take away the equipment and technology and thereby conclude the live action demonstration.
- c. MERIDIAN shall deliver the equipment and technology and provide for the use thereof and pick up and retrieve the equipment and technology without need for any other permits or authorizations from RECIPIENT and any other entities including the relevant city or other jurisdiction in which the LOCATION is located.
- d. MERIDIAN at all times retains all title and ownership of the MERIDIAN equipment and technology and releases RECIPIENT and any and all representatives and related parties from any and all liabilities or claims of any kind arising out of the deployment of the equipment and technology and/or any damages that might arise to the equipment

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STATED, AGREED AND CONFIRMED:

MERIDIAN Rapid Defense Group Rentals LLC

BY: [Signature]

TITLE: President

DATED: May 15th 2023

ACKNOWLEDGED by RECIPIENT

BY: _____

TITLE: _____

RECIPIENT: _____

DATED: _____ 2023

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**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 26, 2023**

**APPROVAL OF AID-IN-CONSTRUCTION DEPOSIT
FOR TEMPORARY CONSTRUCTION POWER
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by Patrick Lammerding
Deputy Executive Director, Planning and Development

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve payment of an aid-in-construction (“AIC”) deposit with the City of Burbank in the amount of \$494,000 for Burbank Water and Power (“BWP”) to purchase long-lead electrical items required to bring temporary power for construction of the Replacement Passenger Terminal (“RPT”) Project, anticipated to begin in Spring 2024. This deposit will ultimately be reconciled with BWP’s actual purchase costs.

Due to the long lead time required for these items, subject to the recommendation of the Committee, this item has also been placed on the Commission agenda for its consideration at its meeting immediately following the Committee’s meeting.

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture (“HPTJV”) a design build agreement for the RPT Project. HPTJV has begun design and preconstruction efforts and has reached a few milestones, including the design concept selection by the Commission on April 17, 2023. As part of the preconstruction efforts, the project team has begun coordinating with BWP representatives for temporary electrical services required for construction. The temporary service will be needed to power construction equipment trailers, and storage and laydown sites.

Based on several discussions with BWP, the project team has proposed that the temporary power yard for the RPT Project be located at the space shown in Exhibit 1, adjacent to Cohasset Street and Lockheed Drive T-junction. This space, also known as the Aviall property, was previously leased to Studio Picture Vehicles for the temporary storage of equipment utilized by motion picture and television studios. The amount of power needed for construction is approximately 3.3MVA, and there is currently no power infrastructure or connection point at the proposed site that can provide this level of service. BWP therefore will furnish temporary power by extending, to the proposed temporary power yard, the 12kV electrical line that currently feeds the Avion property. The distance between these two points is approximately 2,000 ft. The feeders originate at the distribution station located at the southeast corner of Winona Avenue and N. Ontario Street and are not currently at maximum capacity. This allows the spare backup power capacity from the feeders to be used for temporary construction power for the RPT Project. There will be no impact to the Avion development. BWP representatives have also

confirmed that BWP will still be meeting its contractual obligations for power capacity to the Avion development.

Electrical items required on the BWP side of the meter will generally include the 12kV cable and associated switches. These components are not inclusive of other electrical components that HPTJV will need to distribute power from the meter to the various locations on the construction site (Airport side of the meter). BWP also requires that the cables for the electrical line between the Avion property and the temporary power yard be in compliance with BWP's standard specifications.

BWP used a competitive bidding process to select a manufacturer for the cable and currently has an existing contract with a supplier meeting BWP's specification that will be used for the purchase. The anticipated lead time for the cable is currently 60 weeks from the order placement date due to supply chain issues. The associated switches have a similar lead time. Current schedule for the RPT Project anticipates that construction will begin in Spring 2024, less than one year from the time of this report.

In consideration of the unusually long lead time, Staff recommends that the procurement of these long lead electrical items begin now. The City of Burbank requires the Authority to pay an AIC deposit, in accordance with the BWP rules and regulations, to cover the anticipated cost of the electrical items. The estimated cost is \$494,000 and includes approximately 4,300 linear feet of 3-phase primary cable and one PME-10 primary switch.

BWP has emphasized that only a rough estimate for material quantities can be provided at this time because the design of the temporary construction power connection is yet to be completed. BWP will provide an itemized invoice to show the actual costs of materials installed at the end of the project. The Authority will only be charged the actual cost of the items utilized, and the balance will be refunded. In addition, this AIC deposit will only cover the long-lead time items portion of the temporary electrical service work for construction. The Authority will be required to remit a separate AIC deposit to the City of Burbank for the balance of the final estimate, including the remaining items, labor, equipment, and any contract changes, if required, of the work at a later date upon BWP design completion. The balance is currently anticipated to be approximately \$700,000 but is subject to change pending BWP's final design.

FUNDING

The adopted FY 2023 Facility Improvement Program budget includes \$34,225,000 for the RPT Project. These appropriations are sufficient to cover the cost of the proposed AIC deposit.

SCHEDULE

BWP will place the order for the cables and switches shortly after payment of the proposed AIC. The estimated lead time is currently 60 weeks for these items. The goal is to have temporary construction power available beginning March 2024. Staff and the Program Manager will continue coordinating with BWP representatives on the construction schedule to reduce impacts, if any, to the project schedule as a whole.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the AIC deposit with the City of Burbank in the amount of \$494,000 for BWP's acquisition of long-lead electrical parts.



**WATER AND
POWER**

June 12, 2023

Hollywood Burbank Airport
2627 N. Hollywood Way
Burbank, CA 91505
Attn: Stephanie Gunawan-Piraner

Re: Temporary Power Material Deposit for Hollywood Burbank Airport Replacement Terminal

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department in pre-ordering long lead time items for temporary power to aid in the construction of the proposed Hollywood Burbank Airport Replacement Terminal Project at 2761 N. Hollywood Way. The estimated cost related to the above project is as follows:

3 Phase Primary cable (4,300 feet) material only	\$450,000
(1) PME-10 primary switch material only.....	<u>\$44,000</u>
TOTAL amount to be paid by the customer	\$494,000

The \$494,000 is a deposit that will be credited toward the actual charges if you proceed with this project to its completion. The project will be charged for actual costs and actual quantities installed. The quoted material price and lead time are subject to change by the manufacturer, and any difference will be passed on to the project. An additional deposit will be required for the balance of the final estimate once the design is complete and before our department starts work. If BWP is notified that your project is terminated during the design phase, BWP will charge against the deposit for BWP work completed to that point and refund any remaining balance. Payment of the above amount must be received before material pre-orders are finalized by our department.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Sven Knauth, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer's account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have further questions or identify discrepancies, please call Sven Knauth of our Engineering Department at 818-238-3568.

Sincerely,

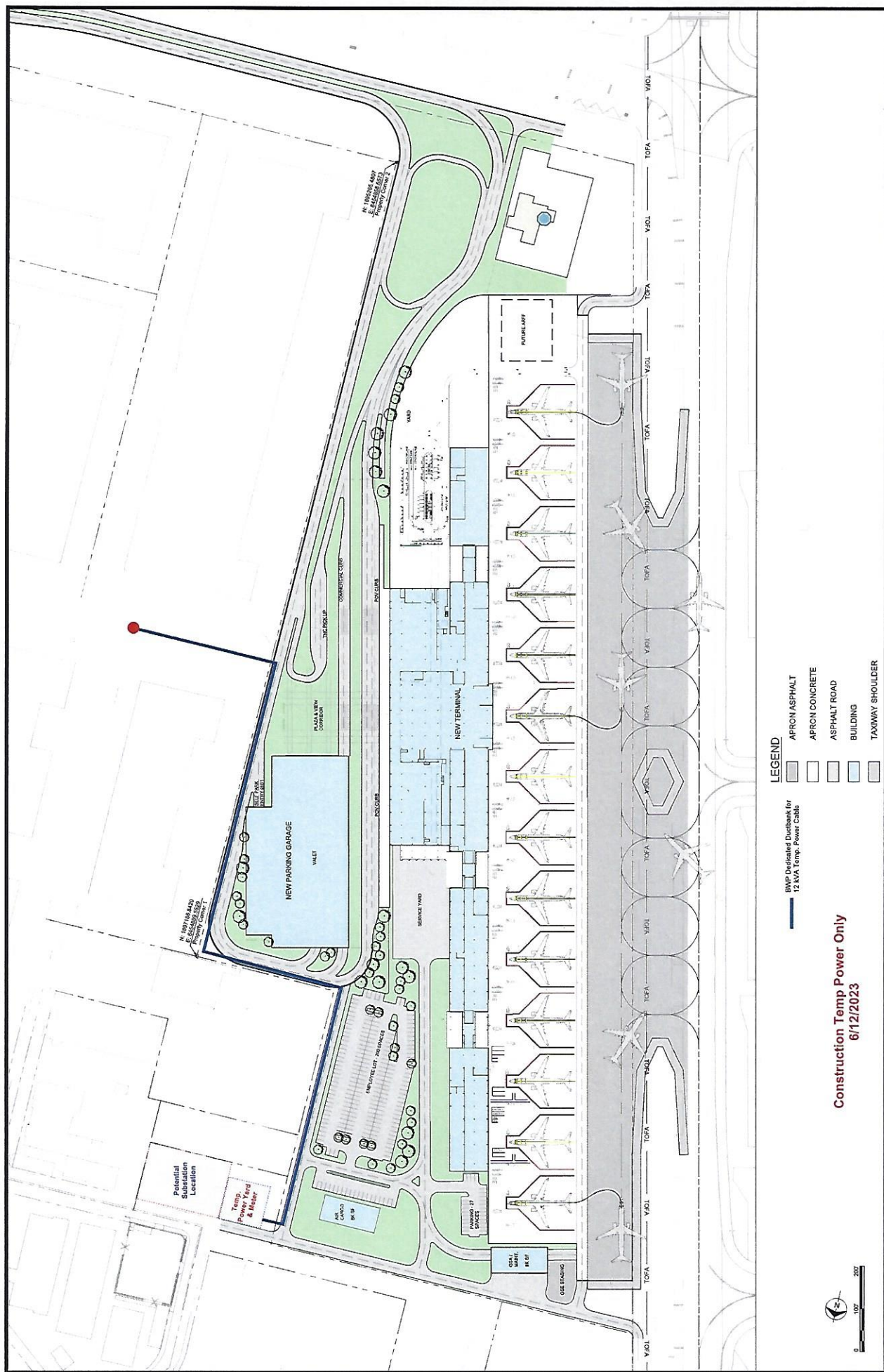
A handwritten signature in blue ink that reads "David Hernandez".

David Hernandez
Manager T&D Engineering

DH:SK:ms

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BURBANK, CA 91502**

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**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 26, 2023**

**AWARD OF CONTRACT
SELF-PARK MANAGEMENT, VALET PARKING
AND COURTESY SHUTTLE SERVICES**

Presented by Tom Janowitz,
Sr. Manager, Ground Access

SUMMARY

Staff has conducted a competitive solicitation for Self-Park Management, Valet Parking, and Courtesy Shuttle Services (“parking/busing services”) at the Airport. Following a comprehensive selection process, Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission that it award an Agreement for Self-Park Management, Valet Parking and Courtesy Shuttle Services (“Agreement”) to ACE Parking III, LLC (“Ace”).

The Agreement will have a 60-month term beginning on October 1, 2023 and ending September 30, 2028. The budget for the first year of the contract would be \$7,547,764. For the full contract term, Ace’s total operating budget would be \$41,705,102 and the management fee would be \$268,378. This proposed operating budget is subject to change, however, based on changes in the Authority’s parking and shuttle operation needs as parking configurations are revised during construction of the Replacement Passenger Terminal.

BACKGROUND

The Authority currently contracts with SP+ Corporation (“SP+”) for self-park management and valet parking services. These services were initially obtained through a contract executed in May 2018 with a three-year base term and two one-year extension options. Both extension options have been exercised and the contract was amended in June 2023 to extend the term to September 30, 2023.

The Authority currently contracts with MV Transportation (“MV”) for courtesy shuttle services. These services were initially obtained through a contract executed in October 2015 with a five-year base term and two one-year extension options. During the COVID-19 pandemic, parking lot operations were either modified or suspended from April 2020 to October 2021. Coinciding with the rebound in passenger traffic, MV was awarded a month-to-month contract for courtesy shuttle services while a Request for Proposals (“RFP”) process was undertaken for shuttle services over a longer term. From this process, MV was awarded a ten-month contract in February 2022, and in November 2022, the contract was further extended six months to provide the Authority an opportunity research the potential shift to electric shuttle vehicles. In June 2023, the contract was further extended to September 30, 2023 to coincide with the contract term for SP+.

The recent extensions of the SP+ and MV contracts were done to allow the Authority to complete an RFP process for combined parking/busing services. That process will result in the award of an Agreement that requires incorporation of electric courtesy shuttle services and integration of a new pre-booking system.

Request for Proposals

Staff issued the RFP in April 2023 and held a mandatory pre-proposal meeting on April 26, 2023. At the May 22, 2023 deadline, proposals were received from the following five parking operators, listed in alphabetical order: Ace; Everpark; LAZ Parking; Parking Concepts; and SP+. The RFP and Scope of Work are attached to this report.

The RFP's qualifications requirements consisted of the following:

- Respondents must have a minimum of three years of experience in the past five calendar years operating and managing operations dedicated to self-park, valet parking, and courtesy shuttle services with high volume traffic flows where normal daily operations are routinely subject to changes in vehicle traffic and/or greater demand for services that are typical of airport operations. Passengers transported must include travelers with Americans with Disabilities Act ("ADA") needs and luggage.
- Respondents must provide evidence demonstrating the ability to handle the scope of operations found at BUR.
- Respondents must demonstrate the ability to monitor, evaluate and direct on-site management remotely to ensure the operation runs smoothly without onsite direction from a general manager.
- Respondents must demonstrate the ability to provide internal operation and revenue audits that ensure quality assurance of the services and ongoing compliance with credit card PCI-DSS.
- Respondents must demonstrate that managers and staff are knowledgeable in Microsoft Office software to maintain existing and develop future spreadsheets, databases, dashboards, policies, etc.
- Respondents must have the ability to adapt to new equipment and technology.
- Respondents must demonstrate the ability to provide experienced and skilled managers and staff to provide the services.
- On-Site Manager: Respondents must demonstrate the ability to provide an on-site manager with a minimum of five years' experience (two of which must be within the last three years) in the management of a public use self-parking, valet, and courtesy shuttle service or similar high volume operation such as corporate shuttles, private universities, etc. The on-site manager must be knowledgeable of and ensure compliance with applicable laws including California Highway Patrol and California Department of Transportation requirements.
- Respondents must demonstrate the ability to provide additional staff from nearby locations they operate, or to use experienced temporary personnel, to meet unscheduled fluctuations in vehicle volume or demand that are common to airport parking operations.
- Respondents must demonstrate sufficient financial stability and strength to perform the services.
- Respondents must demonstrate the ability to maintain corporate oversight and provide internal operation and revenue audits that ensure quality of the services.

The courtesy shuttle fleet power requirements included the following:

- Alternative-fueled shuttles, not older than nine years during the first 18 months and 50% electric shuttles not older than three years after the first 18 months.
- Respondents must be able to provide necessary electric vehicle charging equipment to support the electric courtesy shuttle vehicles and their operation (i.e. chargers, receptacles, etc.)

Proposal Evaluation

Staff formed a five-person evaluation committee to perform a qualifications-based analysis consisting of a review and ranking of the technical proposals received from the five firms. The evaluation focused on the following categories, with 100 possible points awarded:

- Experience, Qualifications and Past Performance: Ability to provide credible and verifiable references reflecting applicable experience in the provision of self-park management, valet parking, and courtesy shuttle services, preferably at a medium hub or large hub public airport.
- Firm Capabilities: Capability and requisite credentials to perform all tasks. Proper and complete identification of firm, its personnel's professional background and caliber, including the qualifications of personnel assigned, and the ability to provide required insurance coverages.
- Technical Approach: Proposed approach demonstrates an in-depth understanding of required tasks and ability to meet project objectives, reflecting a creative approach and incorporates new and best practices into the management of self-park, valet and shuttle services.
- Price: Rates provided are reasonable and complete and contemplate total cost of ownership of the provision of self-park management and valet parking services.

The summary of the cost proposals are shown below, by contract year:

Total Costs	Year 1	Year 2	Year 3	Year 4	Year 5	5 YEAR TOTAL
ACE Parking	7,547,764.00	7,925,052.00	8,321,203.00	8,737,163.00	9,173,920.00	\$41,705,102.00
Everpark	7,601,464.51	8,007,281.33	8,214,413.82	8,438,003.21	8,686,744.59	\$40,947,907.46
LAZ Parking	7,834,886.77	8,160,317.12	8,535,592.47	8,820,821.34	9,088,911.32	\$42,440,529.02
Parking Concepts	7,928,431.00	8,341,451.00	8,607,043.00	8,954,615.00	9,321,563.00	\$43,153,103.00
SP Plus	8,700,041.00	8,952,259.00	9,770,035.00	10,205,573.00	10,591,820.00	\$48,219,728.00

Each proposal was evaluated, and the scoring was as follows:

Proposer	Proposal Score
ACE Parking III, LLC	94.26
Everpark	83.40
LAZ Parking	93.94
Parking Concepts, Inc.	92.27
SP Plus Corporation	91.48

The top three proposers were invited for interviews:

- Ace
- LAZ Parking
- Parking Concepts

The evaluation committee then interviewed the three shortlisted firms. The firms were evaluated based on their responses to the following categories, with 50 possible points awarded:

- Project Management Team, Transition Team, and Local Management Team qualifications.
- Experience managing airport self-park, valet, and shuttle services with similar activity found at BUR.
- Courtesy Shuttle Services Fleet Plan approach and proposal. Fulfilling service levels/headway times, electric vehicle bus requirements and electric vehicle charging equipment/installation, including associated lead times and all costs.
- Valet Services approach and operational plan.
- Prebooking program approach, proposal, and benefits.
- Standard operating procedures and communication systems.
- Employee training and education program.
- Experience in delivery service during construction periods.
- Transition plan.

Each firm's interview was evaluated, and the scoring results were as follows:

Proposer	Interview Score
Ace	46.40
LAZ Parking	43.90
Parking Concepts	36.80

Both the proposal evaluation and interview evaluation scores were combined for a Total Overall Score, which is as follows:

Rank	Proposer	Total Overall Score
1	Ace	140.66
2	LAZ Parking	137.84
3	Parking Concepts	129.07

BUDGET IMPACT

Appropriations equal to the FY 2023 budget in the amount of \$5,693,200 for parking services and \$3,000,000 for contracted turn-key parking shuttle services were included in the recently adopted FY 2024 budget. For FY 2024, the cost of these services includes the three-month extension with the current service providers from July 1, 2023 to September 30, 2023 and nine-months of service under the proposed Agreement with Ace from October 1, 2023 to June 30, 2024 for a total of \$7,834,123. This reflects an approximate decrease in budgeted expense of \$860,000 versus the previous year.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it award the Agreement to ACE and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 26, 2023**

AIRFIELD MOWER PURCHASE CONSIDERATIONS

Presented by Patrick Lammerding
Deputy Executive Director, Planning and Development

BACKGROUND

This item is a follow-up to the discussion at the June 5, 2023 Operations and Development Committee meeting. Staff is currently assessing purchase options for commercial grade mowers for airfield operation at Hollywood Burbank Airport to replace the existing mower that has passed its useful life (refer to Photo 1 at the end of this report). The current specification is for diesel-powered equipment. This report provides additional briefing on Staff's evaluation of the availability of comparable zero emissions battery-electric powered airfield mower equipment that meets the Airport's performance requirements.

REQUIREMENTS

The performance requirements for the new mower are driven by the condition and the restrictions of working in the airfield. To start, the airfield's vegetated portions (infields) cover over 70 acres with uneven terrains that consist of a mixture of grass, weeds, rocks, loose soil, and other features, such as manhole covers, utility boxes, and airfield signs. Example conditions are shown in Photos 2 and 3 at the end of this report. As a comparison, a football field has much gentler terrain and is approximately 55 times smaller, covering approximately 1.32 acres. Due to the nature of working on the airfield, there is also much less margin for error with respect to mobility and reliability. The mower must be able to clear the aircraft movement areas at a moment's notice. Staff is also required to complete the task within the limited closure hours, and to balance the resources dedicated for mowing to ensure that other maintenance tasks can still be completed as required for the operation of the Airport. At this time, mowing of the infields can be accomplished in approximately one full week. As part of the wildlife mitigation program, mowing is required at least every two weeks during the spring season to ensure operational safety of the airfield.

These performance requirements necessitate that the new mower has a minimum of 65 horsepower and be equipped with a triple flail system. That system is designed for areas of overgrown brush and vines. Additionally, a triple flail system is designed to reduce the risk of injury from flying debris with the widest cutting width possible, at approximately 16 feet (192 inches). The cutting width influences the number of required mowing passes, which directly impacts the time required to mow a given area. A smaller deck/cutting width requires an increased number of mowing passes and thus a proportionally longer mowing duration, which is not practical for situations when an area must be cleared within a limited period of time.

ASSESSMENT OF DIFFERENT TYPES OF MOWERS

Staff conducted an assessment of commercially available mowers across all available fuels, including diesel, gasoline, and zero-emission battery-electric.

1. Diesel Mowers – The Airport’s performance requirements can be met through the purchase of new diesel-fueled commercial mowers. Staff has assessed various diesel mower manufacturers, including Kubota, John Deere, Hustler®, Sawinery, Ferris, SCAG, Power, Toro, Exmark, Badboy, Grasshopper, and Bobcat®. Based on the assessment, most of the competing brands offer comparable diesel equipment in terms of mower deck size and cut width. In addition, all competing mowers utilize diesel engines certified as Tier 4 Final, which is the strictest EPA requirement that yields the lowest emissions for diesel off-road equipment, required by law for sale in California, per California Code of Regulations (CCR), Title 13, Division 3, Chapter 9, Article 4.8 In-Use Off-Road Diesel-Fueled Fleets. Through advancements in technology, modern diesel engines have been transformed into one of the cleanest equipment available today. The EPA’s introduction of Tier 4 Final requirement in 2014 and 2015 reduced the NOx and PM emissions from diesel exhaust by 99 percent compared to the 1996 levels when EPA first introduced the emissions regulations. Building from the emissions reduction from Tier 2 and Tier 3 engines, the Tier 4 Final further reduces emissions through exhaust aftertreatment technologies, including selective catalytic reduction that reduces NOx by up to 90% and diesel particulate filters to capture the soot particles.
2. Gasoline Mowers – No commercially available mowers that meet the Airport’s performance requirements were identified during the evaluation. Mowers that operate on gasoline were limited to a 66” mower deck size, approximately one-half the width as the benchmark units, requiring twice the number of mowing passes and approximately twice the labor hours for a given mowing job.
3. Zero-Emission Electric – At this time, none of the battery-electric commercial mowers meet the Airport’s performance requirements. There are no zero-emission commercial mowers that are capable of towing triple flail attachment that would allow for 192” cutting width due to the limited energy capacity of the battery pack. The most capable mowers available in the market are the Gravely Pro-Turn EV with a 60” deck, and the Mean Green® EVO, which is equipped with a 74” mowing deck. Even though the Gravely Pro-Turn EV specifications listed a coverage hour as 6.6 acres, this figure appears to be based on the maximum forward speed the mower can obtain if the engine is under little to no load. However, the actual cutting width would likely be significantly lower since the coverage largely depends on the mower’s speed and power under full working load. In addition, the limited energy capacity of the battery pack may present mobility and reliability challenges. As a lithium-ion battery ages it loses capacity irreversibly, and the typical service life of a lithium-ion battery is around 5 years, where its capacity falls to 80% of its rated capacity. It will take approximately 8-12 hours to charge the battery, and some mowers do not allow for battery swap. The degradation in battery capacity will extend the duration of the work and present a challenge in efficiency and reliability, especially when working within the runway and taxiway safety areas. Using a battery pack with limited energy capacity might result in an airfield safety issue if the batteries had to be changed mid-operation.

BUSINESS COSTS

Staff has evaluated factors and costs associated with procurement and operation of a zero-emission commercial mower. Staff has used the comparison between cutting width of 74-inch (largest size for zero-emission mower) and 192-inch (for diesel mower being considered).

Assuming both types of mowers can run effectively at the same speed, the electric mower only has about 39% of cutting width of the diesel mower and therefore will need approximately 2.6 times the resources to mow the airfield within the required time. In addition, the calculation also assumes 18 times of mowing required per year. This translates to:

For electric mowers:

- 3 mowers required to replace existing
 - Assume each @\$75,000 \$ 225,000
- 2.6 staff members required to perform the work \$ 270,000/year

For diesel mower, the cost for procurement and operation is below:

- 1 mower required to replace existing \$ 200,000
- 1 staff member required to perform the work \$ 103,000/year

Please note that the evaluation above does not include fuel and maintenance costs for the diesel mower, or the charger, charger infrastructure, and the battery replacement required for the electric mower. Based on staff's conversation with the dealer for the electric mower, the cost of battery replacement for the mower can reach the cost of the purchase of a new mower itself.

Comparisons for resale value between the two types of mowers cannot be easily made due to the relatively young age of the electric mowers. Using the information from the MeanGreen EVO website, the electric mower will retain 15% value after 5,000 hours of operation (about 4 years, @1,300 hours/year). Using Kubota M5-091 sale prices online, a 4-year-old 2019 and 8-year-old 2015 tractors are approximately 70% and 50%, respectively, of the purchase price of a new 2023 tractor.

CARB REGULATIONS

The California Air Resources Board (CARB) does not have restrictions on diesel equipment purchases in 2023. Starting in the year 2024, CARB's Small Off-Road Engine Regulation will require mowers equipped with small displacement engines to be zero-emission. However, the commercial equipment required to support the airfield operation exceeds the size threshold under this regulation (CCR Title 13, Division 3, Chapter 9, Article 1 – Small Off-Road Engines). The mowers will also be subject to CARB's In-Use Off-Road Diesel-Fueled Fleets Regulation, including proposed amendments that will require the use of R99 or R100 renewable diesel fuel. Staff has confirmed that the fuel vendor at the Airport can provide R100 diesel fuel for the mower. R100 has been demonstrated in similar off-road equipment applications at Los Angeles International Airport and Van Nuys Airport, and has been proven to be fully compatible with no performance, reliability, or maintainability issues encountered. The use of R100 renewable diesel fuel will further reduce the greenhouse gas emissions of the mower by approximately 80%, on top of the emissions reduction achieved from Tier 4 Final engines.

CONCLUSION

At this time, the performance requirements for mowing the airfield can only be met through the purchase of a diesel-powered commercial mower. While mowers are available in other power source types, such as gasoline and zero-emission battery-electric mowers, there are no commercially available gasoline or battery-electric mowers that meet the Airport's performance requirements.

Appropriations in the amount of \$200,000 were included in the adopted FY 2024 budget for this item. Staff anticipates returning to the Committee with a proposed acquisition of a replacement airfield mower as soon as possible.



Photo 1. Existing 1996 John Deere triple flail tractor mower that will be replaced.



Photo 2. Instrument Landing System (ILS) Localizer Area



Photo 3. Infield adjacent to Taxiway D shoulder\

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
JUNE 26, 2023**

COMMITTEE PENDING ITEMS

Future

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