



June 1, 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, June 5, 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, June 5, 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, June 5, 2023

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

a. May 15, 2023

**[See page 1]**

5. Items for Approval

- a. Award of Contract  
Communications Center Dispatch Console Replacement

**[See page 3]**

***Staff seeks 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.***

***Due to the lead time required to acquire the necessary components, subject to the Committee's recommendation, this item has also been placed on the Commission's agenda for its meeting immediately following the Committee's meeting.***

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

**[See page 6]**

***Staff seeks 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.***

6. Items for Information

a. Airfield Mower Purchase Considerations

***[See page 8]***

***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 a 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 12]***

8. Adjournment

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

**MONDAY, MAY 15, 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 8:30 a.m., by Commissioner Devine.

**1. ROLL CALL**

<b>Present:</b>	Commissioners Devine and Hampton
<b>Absent:</b>	Commissioner Gabel-Luddy
<b>Also Present:</b>	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director; Tom Janowitz, Sr. Manager, Ground Access

<b>2. Approval of Agenda</b>	Agenda was approved as presented.
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<b>3. Public Comment</b>	There were no public comments.
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**4. Approval of Minutes**

<b>a. May 1, 2023</b>	A draft copy of May 1, 2023, Committee minutes was included in the agenda packet for review and approval.
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<b>Motion</b>	Commissioner Hampton moved approval of the minutes; seconded by Commissioner Devine.
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<b>Motion Approved</b>	The minutes were approved as presented (2–0, 1 absent).
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**5. Items for Information**

<b>a. Amendment No. 2 to Self-Park Management Services and Valet Parking Services Agreement and Amendment No. 2 to Courtesy Shuttle Services Agreement</b>	Due to a delay incurred with the issuance of a Request for Proposals ("RFP") for these services, Staff sought 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.
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Staff sought 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.

This item was put on the Commission’s consent calendar for its meeting immediately following the Committee’s meeting.

## **6. Items for Discussion**

### **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 8:40 a.m.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 5, 2023**

**AWARD OF CONTRACT  
COMMUNICATIONS CENTER DISPATCH CONSOLE REPLACEMENT**

Presented by Thomas Henderson  
Director, Operations

**SUMMARY**

Staff seeks 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. (“Motorola”), 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 (“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.

Due to the lead time required to acquire the necessary components, subject to the Committee’s recommendation, this item has also been placed on the Commission’s agenda for its meeting immediately following the Committee’s meeting.

**BACKGROUND**

The Communications Center has two locations on the Airport. The primary Communications Center is located in the northwest quadrant of the Airport with the backup located in the main terminal building. The backup location is maintained as a standby facility that can be rapidly activated in the event the primary Communications Center is temporarily out of service. The primary facility is equipped with two Motorola MCC 5500 radio dispatch consoles with the backup center having just one.

The radio dispatch consoles are one of the most essential components of the Communications Center and allow staff to perform their daily duties. The consoles serve as the essential equipment portal to connect dispatch staff to Airport Police, Airport Fire, Verdugo Fire Dispatch, and outside agencies connected via the Interagency Communications Interoperability system (“ICI”). The ICI system is essential for day-to-day operational duties and especially for coordinating emergency responses.

The current radio dispatch consoles were originally installed in April 2010 and have reached the end of their useful life. Additionally, Motorola ended support for these consoles on December 31, 2021. Because the radio dispatch consoles are an essential component of the Communications Center, a replacement equipment project was included in the FY 2023 budget.

The most compatible replacement model that will meet the needs of the Communications Center, as well as ensure interoperability under the ICI system, is Motorola's MCC 7500E console. This model has a full console interface either inside or outside of the Authority's radio network. Some of the features of the Motorola MCC 7500E which improve productivity include:

- Console Priority – This provides consoles with a higher priority, giving dispatchers the ability to talk over field units to transmit information during emergency events.
- During situations that require coordination between multiple agencies, ability to patch together mutual aid radios and required subscribers on the ASTRO 25 system.
- Ability to connect to responders with voice, talk-group text message and tone communication on ASTRO 25 trunked and conventional systems.
- Leveraging the ultra-small form factor workstation, making deployment simple and easy in dispatch centers where space is limited.

The primary Communications Center is being expanded through a renovation project that will allow for four workstations and two supervisor workstations to accommodate the additional staff approved in FY 2023 to support the increase in activity at the Airport. The new set up for the Communications Center will require four consoles to outfit all workstations. The existing MCC5500 console in the backup Communications Center will remain in place until the completion of the Replacement Passenger Terminal project.

The four-year maintenance support package is the necessary service support program to ensure the consoles remain consistent with the ICI system core. The term of the proposed maintenance support package is anticipated to begin July 1, 2024, commencing after a one-year service warranty, and is anticipated to expire on June 30, 2028. Final dates are to be adjusted based on the certification date of the new radio consoles.

In conjunction with the maintenance support package, the Authority contracts with the City of Burbank for radio programming services. The proposed acquisition of Motorola equipment will ensure that all Airport Departments continue to maintain programming consistency with the City of Burbank's public safety departments.

## FUNDING

Appropriations in the amount of \$550,000 were included in the adopted FY 2023 budget for this project. Based on the payment milestones in the proposed contract, 25% of the project cost will be incurred during FY 2023 in the amount of \$144,091.75. The balance will be invoiced in three increments during FY 2024 totaling \$432,275.25. The amount has been included for consideration as part of the proposed FY 2024 budget.

The total cost of the \$154,124 four-year maintenance support package will be billed incrementally on an annual basis with the first invoice for maintenance support starting in FY 2025. The cost of these services will be requested starting with the FY 2025 budget and thereafter in each subsequent year during the term of the contract.



### STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission for approval of a Communications System and Service Agreement with Motorola in the total amount of \$730,491 for the purchase, installation, and four-year maintenance support of replacement radio dispatch consoles and authorization for the President to execute the same.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 5, 2023**

**AWARD OF CONSTRUCTION CONTRACT FOR LANDSIDE REHABILITATION  
PROJECT AND APPROVAL OF ASSOCIATED WORK  
AND CEQA EXEMPTION DETERMINATION  
PROJECT NUMBER (E-23-01)**

Presented by  
Stephanie Gunawan-Piraner,  
Director, Engineering and Maintenance

**SUMMARY**

Staff seeks an Operations and Development Committee ("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.

**BACKGROUND**

The Landside Rehabilitation project generally consists of two main components: (i) rehabilitation of deteriorating pavement along the terminal roadway as well as roadway adjacent to the Regional Intermodal Transportation Center ("RITC"); and (ii) installation of speedhumps as a traffic calming measure to enhance pedestrian safety at the Airport.

Based on a recent pavement survey, Staff has determined that it is no longer feasible to maintain and spot-repair some areas along Avenue A, Avenue B, and the RITC roadway across N. Avon Street to ensure they remain in acceptable condition. Rehabilitation of the identified areas will generally consist of mill and overlay of the pavement as well as restriping and is intended to improve safety conditions by replacing pavement materials that are past the end of its useful life. The second component of the project is the traffic calming measure, which includes the installation of speedhumps and the associated signage and marking to create slow zones at the Airport. The intent is to reduce the potential of vehicle speeding through the straightaway portion of the terminal roadway.

Once awarded, the project is anticipated to begin in the Summer and be completed in Fall 2023. Two bids were received in response to the posted Request for Bids ("RFB").

- |                         |           |
|-------------------------|-----------|
| • All American Asphalt  | \$289,288 |
| • The Design Build, Inc | \$377,786 |

Bids were reviewed and determined to be responsive. The low bidder, All American Asphalt, is being recommended for award of a construction contract. The estimated total project budget is described below.

#### PROJECTED AND INCURRED COSTS

Construction, All American Asphalt	\$ 289,288
Design and Design Management	\$ 10,000
Construction Management, Construction Administration and Quality Assurance Testing	\$ 42,000
Contingency for unforeseen items	<u>\$ 58,000</u>
<b>Total</b>	<b>\$ 399,288</b>

#### FUNDING

This project is being carried over in FY 2024 with appropriations for construction included in the proposed FY 2024 budget in the amount of \$400,000.

#### SCHEDULE

Staff anticipates work to commence shortly after the award and execution of the Construction Agreement with an anticipated completion of the project in Fall 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 minor alteration of existing facilities involving no expansion of existing use.

#### OPERATIONAL IMPACTS

All work which impacts traffic on Avenues A and B will be completed at night to minimize impacts to the airport vehicular traffic.

#### STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission that it approve the CEQA exemption determination; award of a Construction Agreement in the amount of \$289,288 to All American Asphalt and authorize the President to execute the same; approve a budget of \$42,000 for construction management and Quality Assurance Testing; and approve project contingency for unforeseen items of \$58,000.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
JUNE 5, 2023**

**AIRFIELD MOWER PURCHASE CONSIDERATIONS**

Presented by Stephanie Gunawan-Piraner  
Director, Engineering and Maintenance

**BACKGROUND**

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 a 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. 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. 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 certain 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 lowest emitting diesel off-road standard and 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. Thus, all competing brands meet the same high standard for diesel emissions.
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 – Several manufacturers offer zero-emission battery-electric commercial mowers. The most capable are the Gravely Pro-Turn EV with a 60” deck, and the Mean Green® EVO, which is equipped with a 74” mowing deck. However, neither meets the Airport’s performance requirements. It should be noted that the current generation of battery-electric mowers are limited in cutting area due to the limited energy capacity of the battery pack. In addition, the limited energy capacity of the battery pack may present mobility and reliability challenges. Staff needs to ensure that the equipment can immediately be moved out of the airfield at any moment, 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.

## 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 reduce the greenhouse gas emissions of the mower by approximately 80%.

## 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.

Subject to the adoption of the proposed FY 2024 budget, 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 5, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

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