



July 27, 2023

REGULAR MEETING CANCELLATION NOTICE
AND
CALL AND NOTICE OF A SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Executive Committee scheduled for Wednesday, August 2, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Executive Committee will be held Wednesday, August 2, 2023, at 12:00 p.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: (978) 990-5000
Access Code: 880737#

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING
OF THE
EXECUTIVE COMMITTEE
Airport Skyroom
Wednesday, August 2, 2023
12:00 p.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

Wednesday, August 2, 2023

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

a. June 7, 2023

[See page 1]

5. Items for Approval

- a. Award of Professional Services Agreements
Replacement Passenger Terminal Project

[See page 3]

A staff report is attached. As progress continues with the development of the Replacement Passenger Terminal ("RPT") Project, staff will present for the Committee's consideration Professional Services Agreements for seven consultants to continue their services assisting staff, the Project Manager and the Design-Build Team with the project development. These consultants have provided the following services supporting the RPT Project for several years: strategic planning, outreach and support services, financial feasibility, forecasting and advisory services, Passenger Facility Charge applications and implementation, and airline coordination and technical support services.

The proposed PSAs reflect support services needed through the forecasted schedule for Phase 1 of the RPT Project (design and construction of the RPT and associated improvements) and the start of Phase 2 (demolition of the current terminal).

The seven firms being proposed for consideration are Georgino Development, Woodward & Associates, Ricondo & Associates, Public Resources Advisory Group, THU Consulting Services, Conway Consulting and Airport & Aviation Professionals.

6. Items for Discussion

- a. Hollywood Burbank Airport Replacement Passenger Terminal Project
Subcontractor Procurement Overview

[See page 7]

With the progress continuing with the development of the Replacement Passenger Terminal Project ("RPT"), this item has been agendaized for the Project Manager and the Design-Build Team representatives to brief the Executive Committee on the contractual requirements for subcontractor's trade package procurements. Subcontractor procurements do not require Authority approval,

and this is an informational item for the Project Manager and Design-Build Team to describe its commitment to community participation in the RPT Project.

7. Items for Information

a. Status of Replacement Passenger Terminal Project Dashboard for Commissioners

No staff report attached. Jacobs will present to the Committee a draft of a Replacement Passenger Terminal Project dashboard specifically for the Commissioners.

b. Committee Pending Items

[See page 9]

8. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
EXECUTIVE COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

WEDNESDAY, JUNE 7, 2023

A regular meeting of the Executive Committee was called to order on this date in the Airport Skyroom, 2627 N. Hollywood Way, Burbank, California, at 9:03 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present:	Commissioners Gabel-Luddy and Williams
Absent:	Commissioner Najarian
Also Present:	Staff: Frank Miller, Executive Director; John Hatanaka, Senior Deputy Executive Director Authority Counsel: Terence Boga, Esq., Richards, Watson & Gershon Roger Johnson, Senior Program Manager, Jacobs Project Management Co.; Lisa Trifiletti, Trifiletti consulting; Susan F. Gray, Susan F. Gray & Co., Subconsultant to Jacobs Project Management Co.

2. Approval of Agenda

Motion	Commissioner Williams moved approval of the agenda; seconded by Commissioner Gabel-Luddy.
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Motion Approved	The motion was approved (2–0, 1 absent).
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3. Public Comment

There were no public comments.

4. Approval of Minutes

a. March 29, 2023	Commissioner Williams moved approval of the Committee minutes of the March 29, 2023 meeting, seconded by Commissioner Gabel-Luddy. There being no objection, the motion was approved (2–0, 1 absent).
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5. Items for Discussion

a. Request to Cancel July 5, 2023 Executive Committee Meeting

The Committee decided to hold the Executive Committee meeting scheduled for July 5, 2023.

b. Replacement Passenger Terminal Project – Introduction of Sustainability Options

Lisa Trifiletti and Tami McCrossen-Orr of Trifiletti Consulting provided an informational overview of certifications and accreditations available in the building industry that may be pursued as part of the Replacement Passenger Terminal program.

c. Replacement Passenger Terminal Project - Art in Public Places Program

Susan Gray, a subconsultant to Jacobs Project Management Company, provided an update on the implementation of the Art in Public Places component of the Replacement Passenger Terminal program.

d. Waiver Request from Certain New Parking Garage Electrification Requirements; City of Burbank Ordinance

Staff briefed the Committee on discussions with the City of Burbank and Burbank Water and Power regarding certain requirements for new parking garages.

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business, the meeting was adjourned at 10:50 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
AUGUST 2, 2023**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by John T. Hatanaka
Senior Deputy Executive Director

SUMMARY

With progress continuing with the development of the Replacement Passenger Terminal (“RPT”) Project, staff seeks an Executive Committee recommendation to the Commission to approve new professional services agreements (“PSAs”) with the following seven consultants to continue their services assisting Staff, Jacobs Project Management Co. (“Jacobs”), and Holder, Pankow, TEC - a Joint Venture (“HPTJV”), with the project development. Except for a shut-down during the suspension of the project at the height of the COVID-19 pandemic, the Authority has been utilizing the following services for the project for several years: strategic planning, outreach and support services; financial feasibility, forecasting and advisory services; Passenger Facility Charge applications and implementation; and airline coordination and technical support services.

The proposed PSAs reflect support services needed through the forecasted schedule for Phase 1 of the RPT Project (design and construction of the RPT and associated improvements) and the start of Phase 2 (demolition of the current terminal).

The firms and associated services are:

- 1.) Strategic Planning and Development Agreement Compliance
 - a. Georgino Development LLC (“Georgino”)
- 2.) Outreach and Support Services
 - a. Woodward and Associates (“Woodward”)
- 3.) Financial Feasibility, Forecasting and Advisory Services
 - a. Ricondo & Associates, Inc. (“Ricondo”)
 - b. Public Resources Advisory Group, Inc. (“PRAG”)
 - c. THU Consulting Services (“THU”)
- 4.) Technical Support and Airline Coordination Services
 - a. Conway Consulting, Ltd. (“Conway”)
 - b. Airport & Aviation Professionals, Inc. (“AvAirPros”)

BACKGROUND

Significant progress has been made on the RPT Project since the restart in August 2021. This includes the transfer of project management to Jacobs in May 2022, the selection of HPTJV as the progressive design-build team in December 2022, and the selection of the “Icon” design concept in April 2023.

During the next three fiscal year cycles a number of activities are anticipated. These include development of a replacement Master Indenture, negotiation of a replacement Airport Use Agreement, and preparation of an updated Competition Plan. They also include continued efforts to obtain a Transportation Infrastructure Finance and Innovation Act (“TIFIA”) loan, filing of an additional Passenger Facility Charge Application for local funding match to the Airport Improvement Program and Bipartisan Infrastructure Law grants being pursued, and completion of a plan of finance. These efforts are in conjunction with the schedule from Jacobs which currently forecasts a 60% design level and a guaranteed maximum price for the project by April 2024. At that time, construction funding sufficient to meet the obligations to HPTJV will need to be available for the project to proceed in order to meet the estimated completion date of October 2026.

To achieve these goals, Staff will work with the consultants listed above in the areas of document and agreement development, project feasibility analysis, financial modeling, project financing, presentations to rating agencies and potential investors, as well as working through the statutory language that provides airports eligibility for a TIFIA loan. Some of these efforts will need to be coordinated with Jacobs and HPTJV as well as the FAA Los Angeles Airports District Office. Additionally, the project involves other required improvements specified in the Development Agreement with the City of Burbank including the aircraft apron, roads, curb front, parking facilities support facilities, and demolition of the existing terminal. Included with ensuring compliance with the Development Agreement, as the design effort progresses, is the costs of the infrastructure requirements and utilities in accordance with Burbank’s ordinances which will require a multi-discipline effort.

These seven consultants have worked on the RPT Project in various stages since the beginning, and they will work with Staff and with each other to help achieve these goals.

Copies of the proposed PSAs for these firms are attached.

PROPOSED AGREEMENTS AND BUDGETS

The proposed agreements and budget amounts are included in the adopted FY 2024 budget. Those agreements with multi-year terms will be included as part of the budget development process for each applicable fiscal year for Commission appropriation approval.

1.) Strategic Planning

a. Georgino

1. Term: July 1, 2023 to June 30, 2027
2. FY 2024 Monthly retainer: \$4,800
3. FY 2024 Budget: \$57,600
4. Termination: Seven days’ notice by either party

2.) Outreach and Support Services

b. Woodward

1. Term: July 1, 2023 to June 30, 2025
2. FY 2024 Monthly retainer: \$3,000
3. FY 2024 Budget: \$36,000
4. Termination: Seven days' notice by either party

3.) Financial Feasibility, Forecasting and Advisory Services

c. Ricondo (RPT related services)

1. Term: July 1, 2023 to June 30, 2027
2. Time and Material plus expenses
3. FY 2024 Budget: \$356,000
4. Termination: Fifteen days' notice by either party

d. Ricondo (PFC related service)

1. Term: July 1, 2023 to June 30, 2027
2. Time and Material plus expenses
3. FY 2024 Budget: \$124,100 subject to reimbursement through an approved PFC Application
4. Termination: Fifteen days' notice by either party

e. PRAG

1. Term: July 1, 2023 to June 30, 2027
2. Time and Material plus expenses
3. FY 2024 Budget: \$275,000
4. Termination: Fifteen days' notice by either party

f. THU

1. Term: July 1, 2023 to June 30, 2027
2. Time and Material plus expenses
3. FY 2024 Budget: \$150,000
4. Termination: Ten days' notice by either party

4.) Technical Support and Airline Coordination

g. Conway

1. Term: July 1, 2023 to June 30, 2024
2. Time and Material plus expenses
3. FY 2024 Budget: \$150,000
4. Termination: Seven days' notice by either party

h. AvAirPros

1. Term: July 1, 2023 to June 30, 2027
2. Time and Material plus expenses
3. FY 2024 Budget: \$350,000
4. Termination: Fifteen days' notice by either party

Below is a chart of FY 2023 expenditures and proposed FY 2024 contract amounts:

Replacement Passenger Terminal Professional Support Services					
		FY 2023 <u>Appropriations</u>	FY 2023 Estimated Actuals	FY 2024 <u>Proposed Contract</u>	
<u>Strategic Planning and Development Agreement Compliance</u>					
Georgino Development LLC		\$ 54,000	\$ 54,000	\$ 57,600	
<u>Outreach and Support Services</u>					
Woodward and Associates		\$ 36,000	\$ 36,000	\$ 36,000	
<u>Financial Feasibility, Forecasting and Advisory Services</u>					
Ricondo & Associates (RPT Services)		\$ 299,730	\$ 312,824	\$ 356,000	
Ricondo & Associates (PFC Services; subject to reimbursement)				\$ 124,100	
Public Resources Advisory Group Inc.		\$ 188,000	\$ 213,667	\$ 275,000	
THU Consulting Services		\$ 75,000	\$ 77,360	\$ 150,000	
<u>Technical Support and Airline Coordination Services</u>					
Conway Consulting, Ltd		\$ 148,000	\$ 148,577	\$ 150,000	
Airport & Aviation Professionals Inc.		\$ 200,000	\$ 177,744	\$ 350,000	

The services rendered by Ricondo, PRAG, and THU respectively exceed the FY 2023 appropriations by \$13,094, \$25,667 and \$2,360. This occurrence was due to the additional requirements to complete the Commercial Paper program as well as additional data requests made by the Build America Bureau in connection with the Authority's pursuit of a TIFIA loan. The budget amount listed above in the "Proposed Contract" column for these services are included in the adopted FY 2024 budget for the RPT Project. If additional activities are required during the fiscal year to meet the requirements to fulfill the required construction financing during the second half of the fiscal year, Staff will return to the Committee and the Commission seeking additional appropriation authorization.

STAFF RECOMMENDATION

Staff requests a Committee recommendation to the Commission to approve the proposed PSAs with Georgino, Woodward, Ricondo, PRAG, THU, Conway and AvAirPros, and to authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
AUGUST 2, 2023**

**HOLLYWOOD BURBANK AIRPORT
REPLACEMENT PASSENGER TERMINAL PROJECT
SUBCONTRACTOR PROCUREMENT OVERVIEW**

Presented by Roger Johnson
Executive Program Manager
Jacobs Project Management Co.

Jeanne Heston
Director, Preconstruction
Holder Construction

BACKGROUND

With the progress continuing with the development of the Replacement Passenger Terminal (“RPT”) Project, this item has been agendaized for Holder, Pankow, TEC - A Joint Venture (“HPTJV”) to brief the Executive Committee on the contractual requirements for subcontractor trade package procurements. Subcontractor procurements do not require Authority approval and this is an informational item for HPTJV to describe its commitment to community participation in the RPT Project.

PROJECT PROCUREMENT GOAL

HPTJV has set the following community participation goal for the RPT Project: “To provide the best value to Hollywood Burbank Airport RPT Project by creating opportunities for the local community to participate in the project in a way that builds capacity for future work and ensures the mutual success of the Subcontractors, Design-Builders and BGPAA.”

CONTRACTUAL REQUIREMENTS

The Design-Build Agreement between the Authority and HPTJV contains a number of requirements for subcontractor trade package procurements. Such procurements must:

1. Comply with Federal Regulation 2 CFR Part 200 in order for the RPT Project to be eligible for federal funding;
2. Meet the contract requirement minimum of 18% Disadvantage Business Enterprise (“DBE”) participation as well as workforce goals for Women, Minorities and Disabled Veteran Workers; and
3. Meet the subcontracting requirement in Section GC-8 of the Design-Build Agreement that “requires the Design-Builder to conduct an Outreach Effort to attract broad interest”.

OUTREACH AND PREQUALIFICATION REQUIREMENTS

HPTJV's first outreach event was held on May 17, 2023. This event drew 180 attendees and resulting in over 130 prequalification submittals. Additionally, HPTJV has contacted over 2000 firms and reached out to over 13 local and Small Business Enterprise ("SBE"), Minority and Women-owned Business Enterprises ("MWBE"), and DBE organizations. Through this outreach HPTJV provided schedule and trade package information, described the prequalification process, and provided in-person connections with members of the joint venture team and in-person connection with possible trade partners.

Further, HPTJV is providing prequalification support to provide the broadest opportunities for interested parties by providing access to the Subcontractor Default Insurance program and a Contractor Controlled Insurance Program removing bonding and insurance obstacles to participation in the Project.

FEDERAL AVIATION ADMINISTRATION APPROVAL

In April, Staff, Jacobs Project Management, and HPTJV had an initial meeting with FAA to review the draft Procurement Plan for compliance with 2 CFR Part 200. Discussions with FAA are continuing and it is anticipated that FAA will approve the plan in the near-term.

PROJECT WEBSITE INFORMATION

For additional information, a project website is available at www.hptjvteam.com that provides real-time updates, access to prequalification, bid opportunities, and HPTJV contact information.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
EXECUTIVE COMMITTEE
AUGUST 2, 2023**

COMMITTEE PENDING ITEMS

Future

1. RPT Project - Sustainability Recommendation
2. Replacement Airport Use Agreement