




August 24, 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, August 28, 2023, at 8:00 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, August 28, 2023
8:00 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, August 28, 2023

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

- a. July 10, 2023

[See page 1]

5. Items for Approval

- a. Janitorial Services Transition
Diverse Facility Solutions Contract Amendment and C&W Facility Services
Contract Award

[See page 4]

Staff seeks an Operations and Development Committee recommendation to the Commission to: (i) approve an amendment to the Janitorial Services Agreement with Diverse Facility Solutions, Inc. to extend the term until October 31, 2023 and increase the monthly fee; and (ii) award a 12-month Janitorial Services Agreement to C&W Facility Services Inc., which will commence on November 1, 2023. During the next 12 months, staff will issue a Request for Proposals for a long-term janitorial services provider.

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

- b. Waste Hauling and Recycling Services Agreement Extension
American Reclamation, Inc.

[See page 8]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to authorize the exercise of the second of the two one-year extension options for the Waste Hauling and Recycling Services Agreement with American Reclamation, Inc.

- c. Award of Professional Services Agreement
Air Service Consulting Services

[See page 13]

Staff seeks an Operations and Development Committee recommendation to the Commission for award of a Professional Services Agreement to Arthur D. Little, LLC., for air service consulting services. The total proposed expenditure for these services is for an amount not-to-exceed \$70,000 to be completed within FY 2024.

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

- d. Award of Contract
Wildlife Hazard Assessment and Wildlife Hazard Management Plan [See page 15]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to award a contract to SES Energy Services, LLC for revisions to the Authority's Wildlife Hazard Assessment ("WHA") and an update of the current Wildlife Hazard Management Plan ("WHMP") in the amount of \$127,600. The current WHA and WHMP were completed in 2012 and 2014, respectively. Due to the level of wildlife activity and changes to the airport property and surrounding environment, the Federal Aviation Administration recommended that revisions to the current WHA and WHMP be developed.

- e. Replacement Aircraft Rescue Firefighting Vehicle Acquisition [See page 18]

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission for approval of a replacement Aircraft Rescue and Firefighting ("ARFF") vehicle acquisition from Oshkosh Airport Products, a division of Pierce Manufacturing Inc. The acquisition will be made through an award of (1) an ARFF Vehicle Purchase Contract in the amount of \$1,056,707.66 for the base vehicle and (2) a Purchase Order in the amount of \$71,015.00 for ancillary equipment. The total cost of the replacement ARFF vehicle will be \$1,127,722.66.

6. Items for Discussion

- a. Committee Pending Items [See page 21]

7. Adjournment