



September 28, 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, October 2, 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, October 2, 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, October 2, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - a. September 18, 2023

*[See page 1]*

5. Items for Approval
  - a. Replacement Vehicle Acquisition Authorization

*[See page 4]*

***With regard to the FY 2024 Airport Vehicle Acquisition Update presented to the Operations and Development Committee ("Committee") at its meeting on September 18, 2023, Staff seeks the recommendation of the Committee to the Commission to:***

- 1. Authorize the acquisition of a 2024 Ford Super Duty F-350 Single Rear Wheel (SRW) Lariat 4 Wheel Drive (4WD) Crew Cab vehicle to replace a 2008 F-450 4 x 2 Utility vehicle in the amount of \$127,632.35 including the outfitting of lights and sirens; and***
- 2. Due to continuing challenges of new vehicle inventory availability due to supply chain issues, long lead times and the need to respond without delay when replacement vehicles become available for purchase or pre-order to secure a production priority spot, authorize Staff to issue future Purchase Orders for any of the remaining five vehicles approved within the adopted FY 2024 budget appropriations.***

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

- b. Amendment No. 1 to Professional Services Agreement with Allied Universal Security Services

*[See page 6]*

***Staff seeks a recommendation from the Operations and Development Committee to the Commission for approval of a proposed Amendment No. 1***

**to the Professional Services Agreement with Universal Protection Service LP dba Allied Universal Security Services for airport security and traffic control services.**

**Subject to the recommendation of the Committee and to ensure continuation of required security services mandated by the Transportation Security Administration this item has also been placed on the agenda for Commission consideration at its meeting immediately following the Committee's meeting.**

- c. Exercise of Second Extension Option  
Landscape Maintenance Services Agreement  
Parkwood Landscape Maintenance, Inc.

**[See page 13]**

**Staff seeks a recommendation from the Operations and Development Committee to the Commission to authorize the second and final one-year extension option for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc.**

6. Items for Information

- a. Airfield Mower Purchase Considerations

**[See page 15]**

**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 an 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.**

- b. Committee Pending Items

**[See page 20]**

7. Adjournment

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

**MONDAY, SEPTEMBER 18, 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**

**Present:**

Commissioners Devine, Hampton and Talamantes

Commissioner Talamantes nominated Commissioner Hampton to Chair the Operations and Development Committee, seconded by Commissioner Devine. Commissioner Hampton accepted the nomination.

**Absent:**

None

**Also Present:**

John Hatanaka, Senior Deputy Executive Director; Thomas Henderson, Director, Operations; Edward B. Skvarna, Chief of Police; Director of Public Safety

**2. Approval of Agenda**

**Motion**

Commissioner Devine moved approval of the agenda; seconded by Commissioner Talamantes.

**Motion Approved**

The agenda was approved (3-0).

**3. Public Comment**

There were no public comments.

**4. Approval of Minutes**

**a. August 28, 2023**

A draft copy of the August 28, 2023, Committee meeting minutes was included in the agenda packet for review and approval.

**Motion**

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

**Motion Approved**

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

## 5. Items for Approval

### a. Award of Purchase Order FAAC Incorporated

Staff sought a recommendation from the Operations and Development Committee to the Commission to authorize the issuance of a Purchase Order to FAAC Incorporated in the amount of \$462,894.47 to acquire one MILO Live Tactical Qualification Firearms Trainer Firing Range. The proposed acquisition is a multi-year project, and the purchase price includes delivery, installation, setup, and calibration.

#### Motion

Commissioner Devine moved approval; seconded by Commissioner Talamantes.

#### Motion Approved

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

### b. Airport Solution Line Service Agreement Extension

Staff sought a recommendation from the Operations and Development Committee to the Commission to approve a one-year extension of the Airport Solution Line Service Agreement with SITA Information Network Computing USA, Inc. for the Common Use Passenger Processing System installed at the Airport. This extension will run from October 1, 2023 through September 30, 2024, at a monthly cost of \$66,065. The cost of the services provided under this contract are fully reimbursed monthly by the airlines serving the Airport.

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

#### Motion

Commissioner Talamantes moved approval; seconded by Commissioner Devine.

#### Motion Approved

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

### c. Amendment to Airport Conveyance Equipment Services Agreement Elevators Etc., LP

Staff sought a recommendation from the Operations and Development Committee to the Commission to approve Amendment No. 1 to the Airport Conveyance Equipment Service Agreement ("Agreement") with Elevators Etc., LP to extend the term on a month-to-month basis. By extending the Agreement, Staff will be able to conduct a competitive procurement process for an airport conveyance equipment services provider.

**Motion**

Commissioner Devine moved approval;  
seconded by Commissioner Talamantes.

**Motion Approved**

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

**6. Items for Information**

**a. Landside Paving Update**

Staff updated the Committee on the current  
status of the landside paving project.

**b. Airport Vehicle Acquisition Update**

Staff updated the Committee on the current  
status of Airport vehicle acquisitions.

**c. Airfield Mower Purchase  
Considerations**

Due to time constraints, this item was deferred to  
the Committees next meeting on October 2, 2023.

**d. Committee Pending Items**

This item was not discussed.

**7. Adjournment**

There being no further business to discuss, the  
meeting was adjourned at 9:06 a.m.

**STAFF REPORT PRESENTED TO  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 2, 2023**

**REPLACEMENT VEHICLE ACQUISITION AUTHORIZATION**

Presented by Lanna Aguilera  
Senior Manager, Procurement

**SUMMARY**

With regard to the FY 2024 Airport Vehicle Acquisition Update presented to the Operations and Development Committee ("Committee") at its meeting on September 18, 2023, Staff seeks the recommendation of the Committee to the Commission to:

1. Authorize the acquisition of a 2024 Ford Super Duty F-350 Single Rear Wheel (SRW) Lariat 4 Wheel Drive (4WD) Crew Cab vehicle to replace a 2008 F-450 4 x 2 Utility vehicle in the amount of \$127,632.35 including the outfitting of lights and sirens; and
2. Due to continuing challenges of new vehicle inventory availability due to supply chain issues, long lead times and the need to respond without delay when replacement vehicles become available for purchase or pre-order to secure a production priority spot, authorize Staff to issue future Purchase Orders for any of the remaining five vehicles within the adopted FY 2024 appropriations.

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

**BACKGROUND**

Continuing with the efforts that began in FY 2023 to acquire replacement fleet vehicles towards the Authority's Air Quality Improvement Plan ("AQIP") goals, the FY 2024 adopted budget provides for the replacement of eight vehicles that support the Airport Fire, Maintenance, Engineering and Operation Departments. With an aggregate amount of approved appropriations of \$734,000, Staff immediately began coordinating with National Auto Fleet Group ("NAFG") through the Authority membership in Sourcewell Cooperative Purchasing Advantage, a government agency association that provides leverage volume pricing for specific items. Items included beyond vehicles include installation of emergency lights, sirens, control units and Kevlar protection on applicable vehicles. Staff also contacted local area dealerships as the availability of new vehicles continues to be a challenge.

Staff has been able to acquire two replacement vehicles for the Maintenance Department within the signature authority granted to the Executive Director. One plumber's van has been obtained from a local area dealership. Staff separately placed an order through NAFG for one Ford F-250 pickup truck that was made available with a limited time window to confirm purchase.

The challenges with new vehicle inventory continue from the previous year. NAFG has provided the Authority the opportunity to acquire a Ford Super Duty F-350 to replace a 2008 Ford F-450 that serves as a response vehicle for Airport Fire Department calls for service at the Airport.

Due to demand from other governmental agencies, the window to confirm purchase of this vehicle is limited.

This condition of new vehicle availability is expected to continue and is being exasperated by the recent dispute between the major automakers and their workforce representatives.

With the time sensitivity to respond quickly when vehicles are made available, Staff is again requesting the Committee's recommendation to the Commission to authorize Staff to issue Purchase Orders for the remaining vehicles authorized within the adopted FY 2024 budget appropriations.

Staff will provide a follow-up report to the Committee on the acquisitions of replacement and retirement of vehicles.

### FUNDING

The adopted FY 2024 budget includes appropriations in the amount of \$200,000 for the replacement Airport Fire Department utility vehicle in addition to the remaining balance of appropriations for the additional five vehicles for Maintenance, Engineering and Operations. This includes appropriations for two plug-in hybrid vehicles for the Engineering Department.

The total amount of appropriations for all eight vehicles in the FY 2024 budget amounts to \$734,000.

### STAFF RECOMMENDATION

Staff seeks a recommendation from the Committee to the Commission to authorize: 1) acquisition of the Ford Super Duty F-350 outfitted with lights and sirens in the amount of \$127,632.35; and 2) authorize Staff to issue Purchase Orders for the remaining five vehicles if they become available within the remaining appropriations in the adopted FY 2024 budget with a total not-to-exceed amount of \$734,000.

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 2, 2023**

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT WITH  
ALLIED UNIVERSAL SECURITY SERVICES**

Presented by Ray Hunting  
Manager, Airport Security

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission for approval of a proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("Agreement") with Universal Protection Service LP dba Allied Universal Security Services ("Allied") for airport security and traffic control services.

Subject to the recommendation of the Committee and to ensure continuation of required security services mandated by the Transportation Security Administration ("TSA") this item has also been placed on the agenda for Commission consideration at its meeting immediately following the Committee's meeting.

**BACKGROUND**

In October 2022, the Commission approved the award of the Agreement to Allied for a three-year base term from November 1, 2022 through October 31, 2025 and with two one-year extension options. The Agreement allows Allied to annually request a fee schedule increase based on an increase in the Consumer Price Index for the preceding 12 months for the Los Angeles area, all indices, as published by the U.S. Bureau of Labor Statistics or 6%, whichever is less. Based on the latest published CPI Index (June 2023), Allied is requesting an increase of 2.5% for the contract year effective from November 1, 2023 through October 31, 2024. Approval of fee schedule increases is at the Commission's discretion.

The scope of airport security and traffic control services under contract are:

- (i) **Perimeter Security:** Per the security directives issued by TSA, the Authority is required to provide "positive control" and identification of each person that has access to the Secured Area of the Airport. Part of this positive control requires staffing by security personnel at checkpoints on the airfield to physically verify the identity of each person and if that person is authorized to enter the Secured Area.
- (ii) **Traffic Control:** To ensure vehicular flow and pedestrian safety from the congestion generated by the increasing vehicle activity on the airport loop roadway, traffic control personnel are stationed starting from the crosswalk located next to the short-term parking structure to past Terminal B. Traffic control personnel also manage

vehicle activity along the terminal curb front and at the rideshare pick up location as needed.

In addition to increasing the fee schedule, the proposed Amendment will expand the scope of services to include screening of airport badged employees entering the terminal ramp area. This expansion is necessary to meet a newly imposed TSA requirement.

#### BUDGET IMPACT

Appropriations for these services are included in the adopted FY 2024 budget.

#### STAFF RECOMMENDATION

Staff seeks the recommendation of the Committee to the Commission that it approve the proposed Amendment and authorize the President to execute the same.

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT**  
(Burbank-Glendale-Pasadena Airport Authority / Allied Universal Security Services)

This Amendment No. 1 (“First Amendment”) to the October 17, 2022 Professional Services Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Universal Protection Service, LP, a California limited partnership d.b.a. Allied Universal Security Services (“Consultant”), is dated September 18, 2023 for reference purposes.

**R E C I T A L S**

- A. The parties executed the Agreement to provide for the Authority’s retention of Consultant as an independent contractor to perform airport security, traffic control, and inspection services.
- B. The parties desire to amend the Agreement to: (i) expand the scope to include worker screening services; and (ii) provide for a CPI adjustment of the fee schedule for the November 2023 - October 2024 contract year.

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

- 1. Amendment of Section 1.** Paragraph H of Section 1 (Definitions) of the Agreement is amended to read as follows:

“H. ‘Services’: the professional services described in this Agreement, the RFP, and the Proposal. In general, the Services involve conducting airport security, traffic control, and inspection services. Commencing October 1, 2023, the Services shall include worker screening services.”

- 2. Amendment of Section 1.** Section 1 (Definitions) of the Agreement is amended by adding a new paragraph (J) to read as follows:

“J. ‘Worker Screening’: conduct random screening of badged airport employees entering the SIDA area at the terminal. In general, worker screening shall consist of wandling the airport employees, patting down jackets, and searching other property (e.g. bags and coolers) they seek to bring through the access point.”

- 3. Amendment of Section 2.** Paragraph A of Section 2 (Consultant’s Services) is amended to read as follows:

“A. The scope of the Services is described in this Agreement, the RFP, and the Proposal. In the event of a conflict, the provisions of this Agreement shall control over the provisions of the RFP and the Proposal, and the provisions of the RFP shall control over the provisions of the Proposal. Commencing October 1, 2023, the Services shall include worker screening services performed by two Consultant employees at the rate of 15 hours per week (i.e., total of 30 hours per week).”

**4. Amendment of Section 4.** Section 4 (Compensation) of the Agreement is amended to read as follows:

**“4. Compensation.**

A. Hourly Rate: Non-Worker Screening Services. For performance of Services other than worker screening services, the Authority agrees to compensate Consultant, and Consultant agrees to accept as full satisfaction, payment according to the fee schedule set forth in the Proposal.

B. Hourly Rate: Worker Screening Services. For October 2023, the Authority agrees to compensate Consultant, and Consultant agrees to accept as full satisfaction, payment as follows for worker screening services: \$36.04

C. CPI Adjustments. For the November 2023 - October 2024 contract year, the fee schedule set forth in the attached Exhibit E shall apply. On or before July 31, 2024, and on an annual basis thereafter, Consultant may submit a request for an adjustment to all inclusive hourly rate for the next contract year (November 1 to October 31) based on the lesser of: (i) an increase in the Consumer Price Index for the preceding 12 months for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics; or (ii) 6%. Each such request shall be subject to approval by the Authority Commission, which approval may be granted or withheld in the Commission’s discretion. No rate adjustment shall be considered if a request is not submitted by the deadline.

D. Consultant shall submit three invoices (one for traffic control/security services, one for inspection services, and one for worker screening services) to the Authority on a monthly basis. Each invoice shall itemize the services rendered during the billing period and the amount due. Within 10 business days of receipt of each invoice, the Authority shall notify Consultant in writing of any disputed amounts on the invoice. Within 30 calendar days of receipt of each invoice, the Authority shall pay all undisputed amounts on the invoice. The Authority shall not withhold applicable taxes or other authorized deductions from the payments, and Consultant shall pay all required taxes on the payments.”

**5. Amendment of Section 16.** Section 16 (Exhibits) of the Agreement is amended to read as follows:

**“16. Exhibits.** Exhibits A through E are incorporated into this Agreement by reference. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibits A, B, C, or E, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of Exhibit D, the provisions of Exhibit D shall prevail.”

**6. Addition of Exhibit E.** The attached Exhibit E is incorporated into this Agreement.

**7. Counterparts.** This First Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.

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

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

**Universal Protection Service LP**

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

Print Name: Richard Diamond

Title: Partner General Manager

[Pursuant to Corporations Code Section 15904.02, signature line must be executed by a general partner.]

**Burbank-Glendale-Pasadena Airport Authority**

\_\_\_\_\_  
Felicia Williams, President

Approved as to form:

\_\_\_\_\_  
Richards, Watson & Gershon  
A Professional Corporation

**EXHIBIT E**  
**November 2023 - October 31 2024 Contract Year Fee Schedule**

(attached)



**Hollywood Burbank Airport**  
**2024 Fee Schedule**  
**9/7/2023**

<b>Existing 2023 Security Fee Schedule</b>		
<b>NAME</b>	<b>Regular Hourly Rate</b>	<b>Holiday/OT Rate</b>
Airport Security Supervisor(s)	\$ 36.04	\$ 54.06
Consumer Items Inspections	\$ 36.04	\$ 54.06
Employee Screening Officer	\$ 36.04	\$ 54.06
Airport Secured West Checkpoint	\$ 30.30	\$ 45.45
Airport Secured North Checkpoint	\$ 30.30	\$ 45.45
Airport Vehicle Traffic Controller AM	\$ 30.30	\$ 45.45
Airport Vehicle Traffic Controller PM	\$ 30.30	\$ 45.45
Airport Terminal Rover	\$ 30.30	\$ 45.45
Airport Vehicle Traffic TNC Controller	\$ 30.30	\$ 45.45

<b>2024 Security Fee Schedule (Effective 11/1/2023)</b>		
<b>NAME</b>	<b>Regular Hourly Rate</b>	<b>Holiday/OT Rate</b>
Airport Security Supervisor(s)	\$ 36.94	\$ 55.41
Consumer Items Inspections	\$ 36.94	\$ 55.41
Employee Screening Officer	\$ 36.94	\$ 55.41
Airport Secured West Checkpoint	\$ 31.06	\$ 46.60
Airport Secured North Checkpoint	\$ 31.06	\$ 46.60
Airport Vehicle Traffic Controller AM	\$ 31.06	\$ 46.60
Airport Vehicle Traffic Controller PM	\$ 31.06	\$ 46.60
Airport Terminal Rover	\$ 31.06	\$ 46.60
Airport Vehicle Traffic TNC Controller	\$ 31.06	\$ 46.60

**2024 Fee Schedule is based on a 2.5% CPI Increase.**

Allied Universal Security Services

Richard Dirmandzhyan  
General Manager

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 2, 2023**

**EXERCISE OF SECOND EXTENSION OPTION  
LANDSCAPE MAINTENANCE SERVICES AGREEMENT  
PARKWOOD LANDSCAPE MAINTENANCE, INC.**

Presented by Patrick Lammerding  
Deputy Executive Director Planning and Development

**SUMMARY**

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to authorize the second and final one-year extension option for the Landscape Maintenance Services Agreement (“Agreement”) with Parkwood Landscape Maintenance, Inc. (“Parkwood”).

**BACKGROUND**

After a competitive process, on November 4, 2019, the Commission awarded the Agreement to Parkwood for a three-year base period, with two one-year extension options, at pre-determined rates for monthly landscape maintenance services. The Agreement also defines hourly rates for on-call additional services that may be required. Additional services may include sprinkler controller replacement, complete irrigation system replacement, and on-and-off airport tree trimming or topping. The Authority exercised the first one-year extension option and the Agreement is set to expire on December 31, 2023. The Agreement includes pre-determined monthly rates for the extension periods. If the proposed extension is approved, the monthly rate will increase to \$22,463 on January 1, 2024, from the current monthly rate of \$21,191.

At the request of the Commission and Staff, Parkwood converted all gas-powered equipment to electric as of January 1, 2023. A Change Order for this conversion included an additional amortized monthly cost of \$1,250 which will continue through the end of the proposed extension. The total monthly cost will be \$23,713.

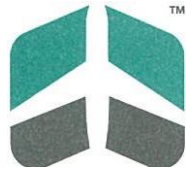
Parkwood is in good standing with its obligations to the Authority and has maintained a satisfactory level of service throughout the base term and first extension of the Agreement. Staff will also undertake a Request for Proposal process for landscape service during the proposed extension period.

**BUDGET**

Appropriations for these services are included in the adopted FY 2024 budget.

**STAFF RECOMMENDATION**

Staff recommends that the Committee recommend to the Commission approval of the second one-year extension option with Parkwood and authorize Staff to issue a Notice of Extension (copy attached).



**Hollywood  
Burbank  
Airport**

October 16, 2023

Via e-mail

Mr. David Melito  
**Parkwood Landscape Maintenance, Inc.**  
16443 Hart Street  
Van Nuys, CA 91406  
dmelito@parkwoodlandscape.com

**Re: November 4, 2019, Landscape Maintenance Services  
Agreement**

Dear Mr. Melito:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the November 4, 2019 Landscape Maintenance Services Agreement ("Agreement") executed by the Authority and Parkwood Landscape Maintenance, Inc. ("Parkwood"). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise the second and final year extension which would extend the term for one year. This letter serves as notice that, at its October 16, 2023 meeting, the Authority Commission approved the exercise of Extension Option 2, extending the term through December 31, 2024. In accordance with the Fee Schedule, the Year 4 monthly rate of \$22,463 will be effective on January 1, 2024.

The previously approved additional monthly cost of \$1,250 for the amortized purchase of electric equipment remains in effect.

If you have any questions, please contact us at your convenience.

Sincerely,

Patrick Lammerding  
Deputy Executive Director, Planning and Development

O: 818.840.8840

F: 818.557.0263

2627 N. Hollywood Way, Burbank, CA 91505

hollywoodburbankairport.com

**STAFF REPORT PRESENTED TO THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
OPERATIONS AND DEVELOPMENT COMMITTEE  
OCTOBER 2, 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 an 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 are 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. 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  
OCTOBER 2, 2023**

**COMMITTEE PENDING ITEMS**

**Future**

1. Award of Contract - On-Call Architect and Engineering Services
2. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
3. Award of Contract - Emergency Alert Phone Replacement
4. Award of Contract - Replacement Airfield Mower
5. Award of Contract - DVSS Extension
6. Award of Contract Extension - Keolis Fleet Maintenance