



October 12, 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 16, 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 16, 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 16, 2023

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

- a. October 2, 2023

[See page 1]

5. Items for Approval

- a. Approval of Deposit for Plan Check Fees
Replacement Passenger Terminal Project

[See page 4]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission to approve payment of a deposit with the City of Burbank ("City") in the amount of \$344,124 for plan check services related to the construction of the Replacement Passenger Terminal Project.

The City has retained the services of an independent contractor to assist with the plan check services and that firm has started to mobilize. As the City has begun to incur costs, this item, subject to the Committee's recommendation, has been placed on the Commission's agenda for its consideration immediately following the Committee's meeting.

- b. Award of Contracts for
Emergency Telecom Alerting System Replacement

[See page 6]

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval to purchase and install a KOVACORP Emergency Alert Notification System to replace the existing analog Emergency Telecom Alert System that has reached the end of its useable service life and authorize entering into agreements with AT&T and Connections for required circuits and equipment.

Due to the long lead time in securing the installation of the AT&T circuits and equipment, this item, subject to the Committee's recommendation, has also been placed on the Commission's agenda for its consideration at its meeting immediately following the Committee's meeting.

6. Items for Information

a. Committee Pending Items

[See page 9]

7. Adjournment

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

MONDAY, OCTOBER 2, 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 Hampton.

1. ROLL CALL

Present: Commissioners Hampton and Talamantes

Absent: Commissioner Devine

Also Present: John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Ray Hunting, Manager, Airport Security; Lanna Aguilera, Senior Manager, Procurement

2. Approval of Agenda

Motion Commissioner Talamantes moved approval of the agenda; seconded by Commissioner Hampton.

Motion Approved The agenda was approved (2-0, 1 absent).

3. Public Comment

There were no public comments.

4. Approval of Minutes

a. September 18, 2023

A draft copy of the September 18, 2023, Committee meeting minutes was included in the agenda packet for review and approval.

Motion Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Hampton.

Motion Approved There being no objection, the motion was approved (2-0, 1 absent).

5. Items for Approval

a. Replacement Vehicle Acquisition Authorization

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

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

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

Staff sought 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 was placed on the Commission's agenda for its consideration immediately following the Committee's meeting.

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

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

Staff sought 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.

Motion

Commissioner Talamantes moved approval; seconded by Commissioner Hampton.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

6. Items for Information

a. Airfield Mower Purchase Considerations

This item is a follow-up to the discussion at the June 5, 2023, Operations and Development Committee meeting. Staff is currently assessing purchase options for commercial grade mowers for airfield operation at Hollywood Burbank Airport to replace the existing mower that has passed its useful life. The current specification is for diesel-powered equipment. This report provided 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.

Commissioner Hampton requested a follow-up report on lease options for the airfield mower equipment in question.

b. Committee Pending Items

Staff presented pending items to the Committee members.

7. Adjournment

There being no further business to discuss, the meeting was adjourned at 9:05 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 16, 2023**

**APPROVAL OF DEPOSIT FOR PLAN CHECK FEES
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by Patrick Lammerding
Deputy Executive Director, Planning and Development

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve payment of a deposit with the City of Burbank (“City”) in the amount of \$344,124 for plan check services related to the construction of the Replacement Passenger Terminal (“RPT”) Project.

The City has retained the services of an independent contractor to assist with the plan check services and that firm has started to mobilize. As the City has begun to incur costs, this item, subject to the Committee’s recommendation, has been placed on the Commission’s agenda for its consideration immediately following the Committee’s meeting.

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture (“HPTJV”) a design-build agreement for the RPT Project. HPTJV has begun design and preconstruction efforts and has reached several milestones, including the design concept selection by the Commission on April 17, 2023. As part of the preconstruction efforts, the project team has begun coordinating with the City’s Building and Safety (“Building and Safety”) representatives for plan check services. In order for Building and Safety to perform the plan reviews to support the project’s design and construction schedule, the City determined it would need the support services from an outside on-call consultant. The City, through its own procedures, has retained these services from TRB and Associates (“TRB”).

Pursuant to Article VIII, Section 7, Subsection B of its 2023-2024 fee schedule, the City requires that on-call plan check consulting fees be recovered on a cost basis with a 20% administrative fee. The amount requested at this time is the initial estimate for these services and may change as the project progresses. Additional fees may be incurred depending on the number of coordination meetings and plan reviews that are ultimately required. City staff will track the billable hours and keep Authority and project team staff informed of the deposit utilization so that services can be adjusted, or additional funds requested. Below is the preliminary estimate prepared by TRB for the on-call fees that the City’s Building, Planning, and Transportation Divisions are collectively requesting for the RPT Project plan check services.

On-call airport RPT estimated fee

- Building Plan Check Services (TRB and Associates) \$206,000
 - 20% Admin Fee \$41,200
- Landscape Consultant Services (JMD Landscape Architecture) \$1,500
 - 20% Admin Fee \$300
- Senior Transportation Planner \$15,802
- Senior Planner \$21,822
- Transportation Consultant Services (FHER & PEERS) \$50,000
 - 15% Admin Fee \$7,500

Total deposit due: \$344,124

FUNDING

The approved FY 2023-2024 budget includes appropriations in the amount of \$158,579,049 for the RPT Project. These appropriations are sufficient to cover the cost of the proposed deposit.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve a deposit with the City for plan check services related to the RPT Project in the amount of \$344,124 and authorize Staff to remit the same.

**STAFF REPORT PRESENTED TO
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 16, 2023**

**AWARD OF CONTRACTS FOR
EMERGENCY TELECOM ALERTING SYSTEM REPLACEMENT**

Presented by Kimberly Parker-Polito
Director, Information and Communication Technologies

SUMMARY

Staff seeks an Operations and Development Committee ("Committee") recommendation to the Commission for approval to purchase and install a KOVACORP Emergency Alert Notification System ("KEANS") to replace the existing analog Emergency Telecom Alert System ("ETAS") that has reached the end of its useable service life and authorize entering into agreements with AT&T and Connections for required circuits and equipment.

Due to the long lead time in securing the installation of the AT&T circuits and equipment, this item, subject to the Committee's recommendation, has also been placed on the Commission's agenda for its consideration at its meeting immediately following the Committee's meeting.

BACKGROUND

For over twenty years, the Authority's ETAS has resided on AT&T programmed Centrex circuits which use analog telephone lines located within an AT&T central office connecting out to five locations. This system was designed to simultaneously alert these five locations in the event of an emergency at the Airport. The locations to be alerted are the Federal Aviation Administration ("FAA") Air Traffic Control Tower ("ATCT") at the Airport, Verdugo Fire Communication Service ("Verdugo") located in a City of Glendale Fire Department facility, the Airport's primary and backup Communication Centers, and the Airport Fire Department. The Centrex system, which was adopted and originally installed in the mid-1990's, has reached the end of its usable service life and no longer meets the requirements for the Authority's ETAS. The recommended replacement system, KEANS, uses current informational technology standards called "Voice over Internet Protocol ("VoIP") instead of analog lines.

REQUEST FOR PROPOSALS

Staff issued a Request for Proposals to replace the existing Centrex-based ETAS but received only one responsive submittal for the acquisition and installation of a replacement ETAS.

Responses were received from four firms: KOVACORP, VALCOM, FORUM, and BNC Group. Except for KOVACORP, the other responders only submitted the cost of equipment and did not include installation or the requested extended warranty and support package. These three firms were deemed to be non-responsive.

KOVACORP's proposal includes acquisition of the equipment, installation of the system at all five locations, as well as providing a 3-year warranty and support package in the amount of \$76,575.51, including applicable sales tax. This proposal meets the Authority requirements to replace the current ETAS with a VoIP solution that provides a long-term solution to connect the Airport Fire Department's alert system, FAA ATCT, Airport Communication Centers, and Verdugo.

Connectivity between the five locations will be through AT&T, the Authority's current telephone service provider. Services from AT&T are made up of two components; one for the circuit transport to the locations, the other for three managed routers. These services are contracted directly with AT&T at a rate of \$2,815.96 per month for a term of 36 months plus a one-time charge of \$50.79. The Authority may cancel these services at any time but will be obligated to pay for the full 36-month term of the service agreement.

Additionally, Power over Ethernet ("PoE") switches are a separate component that is necessary for the system connectivity. These switches provide PoE power to network devices such as access points, surveillance cameras, IP phones, lighting, and other IoT devices. The proposed replacement ETAS requires five of these switches. Staff received bids from CDW-G, ITO Solutions and Connections with the latter having the lowest cost price for the same item in the amount of \$9,679.67 including applicable sales tax.

The installation and configuration of the KOVACORP equipment will be provided by KOVACORP's personnel who will coordinate with the Authority's Information and Communications Technologies Department and AT&T to connect Verdugo, the FAA ATCT, the Airport Fire Department, and the Airport Communications Centers.

To ensure project completion, Staff recommends an approximate 10% contingency in the amount of \$20,000 to address any unforeseen circumstances that may arise during the course of the installation.

COST

The adopted FY 2024 has appropriations in the amount of \$200,000 for this project. The total cost of the project is as follows:

KOVACORP:	\$ 76,575.51
AT&T (\$2,815.86 x 36 months):	\$101,370.96
AT&T one-time charge:	\$ 50.79
Connections (for PoE switches)	\$ 9,679.67
Project Contingency:	\$ <u>20,000.00</u>
Total Project Costs:	<u>\$207,676.93</u>

BUDGET IMPACT

The AT&T component of \$101,370.36 covers a 36-month term. The cost anticipated to be incurred in FY 2024 is \$19,711.02 for a seven-month period plus the one-time charge of \$50.79 for a total of \$19,761.81. The balance of monthly costs for AT&T services will be programmed in future budget years.

The estimated total cost to be incurred in FY 2024 is \$106,016.99 which is within the adopted FY 2024 budget appropriations of \$200,000 for this project.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to authorize staff to execute purchase orders to KOVACORP, Connections, and AT&T in the amounts for the services described above and approve a project contingency in the amount of \$20,000.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 16, 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 - Replacement Airfield Mower
4. Award of Contract - DVSS Extension
5. Award of Contract Extension - Keolis Fleet Maintenance