



December 14, 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, December 18, 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, December 18, 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, December 18, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
 - a. October 16, 2023
5. Items for Approval

[See page 1]

- a. Service Agreement with The Regents of the University of California, on Behalf of the UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Care

[See page 4]

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to approve a Service Agreement with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care ("UCLA") for emergency medical technician continuing education and quality improvement care. The Agreement is for a one-year term at a cost of \$26,944.47 effective January 1, 2024.

Previously the Commission approved a contract with UCLA for these services for a three-year period from October 1, 2018 through September 30, 2021. That contract was extended to September 30, 2023, pursuant to an amendment approved by the Commission on September 20, 2021. Due to the need to continue this education program, subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

- b. Second Extension Option
Airfield Lighting System Professional Services Agreement
Royal Electric Company

[See page 6]

Staff seeks a recommendation from the Operations and Development Committee to the Commission to authorize the exercise of the second of two one-year extension options for the Airfield Lighting System Professional Services Agreement with Vellutini Corporation dba Royal Electric Company.

- c. Award of Contract
On -Call Architectural and Engineering Services

[See page 9]

Staff seeks an Operations and Development Committee recommendation to the Commission to award a Professional Services Agreement (“Agreement”) to HNTB Corporation for on-call architectural and engineering services for a not-to-exceed amount of \$375,000. The proposed Agreement will have a three-year term with two one-year extension options available to the Authority.

6. Items for Information

- a. Committee Pending Items

[See page 12]

7. Adjournment

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

MONDAY, OCTOBER 16, 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 8:45 a.m., by Commissioner Hampton.

1. ROLL CALL

Present:

Commissioners Hampton and Talamantes (Via teleconference)

Absent:

Commissioner Devine

Also Present:

John Hatanaka, Senior Deputy Executive Director; Patrick Lammerding, Deputy Executive Director, Planning and Development; Kimberly Parker Polito, Director, Information and Communication Technologies

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. October 2, 2023

A draft copy of the October 2, 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. Approval of Deposit for Plan Check Fees - Replacement Passenger Terminal Project

Staff sought a recommendation from the Operations and Development Committee 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, 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. Award of Contracts for Emergency Telecom Alerting System Replacement

Staff sought a recommendation from the Operations and Development Committee 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 usable 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, was placed on the Commission's agenda for its consideration at its meeting 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).

6. Items for Information

a. 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 8:59 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 18, 2023**

**SERVICE AGREEMENT
WITH
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA,
ON BEHALF OF THE UCLA CENTER FOR PREHOSPITAL CARE
FOR
EMT CONTINUING EDUCATION AND QUALITY IMPROVEMENT CARE**

Presented by Chief Tom Lenahan
Airport Fire Chief

SUMMARY

Staff seeks the recommendation of the Operations and Development Committee ("Committee") to the Commission to approve a Service Agreement ("Agreement"), copy attached, with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care ("UCLA") for emergency medical technician ("EMT") continuing education and quality improvement care. The Agreement is for a one-year term at a cost of \$26,944.47 effective January 1, 2024.

Previously the Commission approved a contract with UCLA for these services for a three-year period from October 1, 2018 through September 30, 2021. That contract was extended to September 30, 2023, pursuant to an amendment approved by the Commission on September 20, 2021. Due to the need to continue this education program, subject to the Committee's recommendation, this item has also been placed on the Commission agenda for its consideration immediately following the Committee's meeting.

DESCRIPTION

UCLA is the leading emergency and prehospital academic center on the West Coast. Founded in 1988, UCLA designs, develops, and offers medical education and quality improvement programs to meet the needs of the prehospital community and conducts research to advance the EMS industry. For over 30 years, UCLA has delivered state-of-the-art education to law enforcement, firefighters, EMTs, paramedics, registered nurses, medical students, medical residents, and physicians.

DETAILS

The program will continue to use the foundation of the previous contract where educators work within the chain of command structure in the Airport Fire Department ("AFD") and deliver continuing education, perform quality improvement, and support AFD in delivering the highest level of patient care for their community.

The program is based on a collaborative process where the EMS Educator meets with the EMS Coordinator/Captain to discuss short and long-term department plans, performance on quality indicators, and educational strategies. The EMS Educator establishes himself/herself as a resource immersed in the culture of the AFD to earn the trust and support of department personnel. This provides the platform for the EMS Educator to provide informal education, formal continuing education sessions, field ride-along observation and the tracking of quality indicators. These activities are summarized in quality improvement meetings with the AFD's leadership and participating department members. The EMS Educator supports the department's mission in delivering high quality prehospital care services by collaborating with key members of the AFD's leadership team (EMS Captain, Fire Chief and Assistant Chief) and serving as a resource to deliver and manage the continuing education and quality improvement program for the department. Under the proposed Agreement, the EMS Educator will continue to be scheduled for three eight hour shifts three days every other month at the Airport and there will be an additional offsite meeting, preparation time and mentoring time. The proposed Agreement is for a term of one year at a cost not to exceed \$26,944.47 effective from January 1, 2024. If approved, during the one-year term of the proposed Agreement, staff will be seeking competitive proposals for these services.

Since this program began in 2018, AFD personnel have elevated their level of EMT skills.

FUNDING

Funding for this training program is included in the adopted FY 2024 budget and will be included in subsequent budget year requests as the program is continued.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed Agreement and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 18, 2023**

**SECOND EXTENSION OPTION
AIRFIELD LIGHTING SYSTEM PROFESSIONAL SERVICES AGREEMENT
ROYAL ELECTRIC COMPANY**

Presented by Stephanie Gunawan-Piraner
Director, Engineering and Maintenance

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee (“Committee”) to the Commission to authorize the exercise of the second of two one-year extension options for the Airfield Lighting System Professional Services Agreement (“Agreement”) with Vellutini Corporation dba Royal Electric Company (“Royal Electric”).

BACKGROUND

On January 19, 2021 the Commission awarded a two-year contract to Royal Electric for monthly testing and inspection services of the airfield lighting system at a cost of \$43,300 annually. The Agreement includes two one-year extension options with an allowable 3% increase for each extension year. The Agreement also includes rates for on-call repair and emergency services if needed. The Authority exercised the first extension option and the Agreement currently is set to expire on January 31, 2024.

An operational airfield lighting system is critical to the success and safety of the airport’s daily operations. The FAA provides detailed guidance on best practices associated with testing and inspection, and with preventative maintenance activities, for different components of a typical airfield lighting system. While the Maintenance Department provides the preventative maintenance and undertakes certain necessary repairs to the airfield lighting system, Staff believes that continuing the services of a qualified airfield lighting electrical contractor that has expertise with such systems will ensure continued compliance with FAA guidance as well as improve the reliability and longevity of the existing system. Royal Electric has experience and provides similar services to many other airports, including Los Angeles International, Long Beach, John Wayne Orange County and Dallas-Ft. Worth International and is able to quickly support Staff in resolving more complex issues.

In accordance with Section 4.C of the Agreement, for each extension option exercised by the Authority, the Fee Schedule may be increased 3% upon Contractor request and Commission approval. Royal Electric agrees to maintain the current fees and is not requesting a fee increase during the second extension period. This extension, if approved, is effective beginning February 1, 2024.

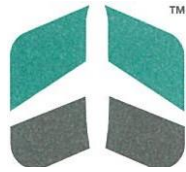
Royal Electric’s satisfactory performance under the terms of the Agreement, its unique specialty and extensive experience with airfield lighting systems, and its familiarity with the airport’s airfield lighting system culminated in Staff’s recommendation to extend the term of the Agreement.

BUDGET

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

STAFF RECOMMENDATION

Staff recommends that the Committee recommend approval for exercise of the second extension option and authorization for Staff to issue a notice of extension, copy attached, to Royal Electric.



**Hollywood
Burbank
Airport**

January 16, 2024

Via e-mail

Mr. Randy Sondreal
**Vellutini Corporation dba Royal Electric
Company**
8481 Carbide Court
Sacramento, CA 95828
randys@royalelect.com

**Re: Airfield Lighting Electrical Inspection, Testing and On-Call
Repair Services dated January 25, 2021 Exercise Extension
Option Number 2**

Dear Mr. Sondreal:

I write on behalf of the Burbank-Glendale-Pasadena Airport Authority ("Authority") with reference to the January 25, 2021 Airfield Lighting Electrical Inspection, Testing and On-Call Repair Services Agreement ("Agreement") executed by the Authority and Vellutini Corporation dba Royal Electric Company ("Royal Electric"). Pursuant to Section 3.B. of the Agreement, the Authority has the option to exercise two contract extensions which would extend the term for one year at a time. At its December 12, 2022 meeting, the Authority Commission approved the exercise of Extension Option 1, extending the term though January 31, 2024.

This letter serves as notice that, at its January 16, 2024 meeting, the Authority Commission approved the exercise of Extension Option 2, extending the term though January 31, 2025.

As per our previous conversations, the fee schedule shall remain the same and the term of the second extension will be effective February 1, 2024.

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

Sincerely,

Stephanie Gunawan-Piraner
Director, Engineering and Maintenance

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 18, 2023**

**AWARD OF CONTRACT
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Presented by Stephanie Gunawan-Piraner
Director, Engineering and Maintenance

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to award a Professional Services Agreement (“Agreement”), copy attached, to HNTB Corporation (“HNTB”) for on-call architectural and engineering services (“A/E Services”) for a not-to-exceed amount of \$375,000. The proposed Agreement will have a three-year term with two one-year extension options available to the Authority.

BACKGROUND

Occasionally Staff have a need for A/E Services on an on-call basis to address various capital and non-capital improvement projects. The proposed Agreement will provide as needed support to Staff for engineering, design, and construction management of projects and includes disciplines such as architectural, civil, structural, mechanical, electrical, plumbing, surveying, construction management, cost-estimating and other associated professional fields.

Historically, for each identified project requiring A/E Services, a Request for Proposals (“RFP”) has been issued in accordance with the funding source requirements. The proposed Agreement will provide support for these projects as well as the ability to gain consultation for smaller issues that may arise. An on-call contract for A/E Services allows the design and construction process to respond more quickly and efficiently by removing the step of undertaking a separate RFP for each project regardless of the size and scope of the project. However, execution of the proposed Agreement will not prevent Staff from issuing an RFP for A/E Services for specific projects if doing so would be beneficial to the Authority. General examples of projects where these on-call A/E Services would be valuable include, but are not limited to, pavements, fence lines, underground storm water, building renovations, traffic circulation, and surveys. In addition, the firm that provides these on-call A/E Services will be a resource for the Maintenance Department regarding the repair/modernization of certain equipment or infrastructure.

Scope Description

Proposers were asked to submit their qualifications for the following three general categories of services:

- 1) Category 1 – Site investigations and analyses, planning and engineering studies, and land surveys.
- 2) Category 2 – Conceptual, preliminary, and final design and analyses.
- 3) Category 3 – Construction management and construction administration

PROCUREMENT

Staff posted an RFP on the Authority's PlanetBids e-procurement website on August 2, 2023, and 816 firms were notified of the on-call A/E Services opportunity. The RFP was downloaded by 126 firms including prime consultants, subconsultants, and other supporting companies. Of the 126 firms, there were 44 downloads from Women-owned Business Enterprises and 79 downloads from Disadvantaged Business Enterprises. In addition, there were 8 local firms that downloaded the RFP.

Staff received proposals from five firms with four proposals determined to be responsive. These four firms were determined to be qualified and are listed in alphabetical order by prime consultant as follows:

- HNTB Corporation
- RDM International
- RS&H California, Inc.
- Rivers and Christian

PROPOSAL EVALUATIONS

Proposers were evaluated on five specific Selection Criteria ("SC") as follows:

- SC-1 Experience and past performance.
- SC-2 Firm and personnel capabilities.
- SC-3 Demonstrated understanding of potential project challenges and other special concerns.
- SC-4 Capability to complete projects without significant cost overruns as demonstrated in the projects submitted for review.
- SC-5 Willingness to accept the sample contract and provide adequate proof of insurance.

Four reviewers were chosen from Engineering, Planning, Safety, and Environmental Departments to create a balanced review of the proposals. Procurement provided the scoring applicable to the proposers' willingness to accept the terms of the sample contract as well as reviewing insurance submission.

Responses were individually evaluated and given a score based upon the five Selection Criteria with a maximum possible score of 100 points. Results are as follows in order of points awarded:

	<u>SC-1</u>	<u>SC-2</u>	<u>SC-3</u>	<u>SC-4</u>	<u>SC-5</u>	<u>Total</u>
Max Points Possible	40	30	15	10	5	100
HNTB Corporation	36	29	13	9	5	92
RS&H California, Inc.	36	23	12	10	5	86
RDM International, Inc.	34	23	11	8	5	81
Rivers and Christian	32	22	11	5	0	70

After a thorough review of the submittals received, HNTB best demonstrated qualifications and knowledge specific to the needs and the operating environment of the airport. HNTB is a well-qualified professional firm that offered a comprehensive proposal offering a variety of disciplines that would support the Authority's capital and non-capital improvement projects. HNTB has been providing aviation engineering for more than 75 years and is able to deliver shovel ready projects through experience gained at more than 160 airports across the country, including Los Angeles International, Oakland International, Ontario International, Boston Logan International, Chicago-O'Hare International and Salt Lake International. HNTB also currently holds similar on-call contracts with the three local Southern California Airports. HNTB is also well known for its ability to quickly assemble and mobilize multidisciplinary teams to respond to tasks and achieve project goals, even on an aggressive schedule basis.

In its submittal, HNTB brought in a variety of subconsultants for support services including structural engineering, surveying, electrical, estimating, and geotechnical services. The geotechnical services will be provided by Shannon & Wilson, a local geotechnical firm located in the City of Burbank.

FEE NEGOTIATIONS

Procurement Staff solicited fee schedules for the consultant and their subconsultants to make a fair comparison between proposers. HNTB's fee schedule was consistent with the other proposers and acceptable within industry standards for the personnel proposed.

FUNDING

Appropriations for the first year of on-call A/E Services in the amount of \$125,000 were included in FY 2024 adopted budget. Appropriation requests for the future years will be included in subsequent fiscal years and are not to exceed the \$375,000 total contract limit. In addition, should any task order require funding greater than \$75,000, Staff will return to the Commission for approval.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to award HNTB the proposed Agreement for on-call A/E Services, authorize the President to execute the same, and authorize Staff to execute task orders not exceeding \$75,000 without further Commission approval.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
DECEMBER 18, 2023**

COMMITTEE PENDING ITEMS

Future

1. Award of Contract - Runway, Taxiway, Shoulder Rehabilitation
2. Award of Contract - Replacement Airfield Mower
3. Award of Contract Extension - Keolis Fleet Maintenance