



October 2, 2025

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 6, 2025, at 8:30 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The meeting may also be accessed at the following location:

Marriott Manor Club at Fords Colony
101 St. Andrew's Dr.
Williamsburg, VA 23118

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 6, 2025
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 6, 2025

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

- a. September 15, 2025

[See page 1]

5. Items for Approval

- a. Approval of Amendment No. 1
Professional Services Agreement
On-Call Architectural and Engineering Services

[See page 3]

Staff seeks an Operations and Development Committee recommendation to the Commission to approve a proposed Amendment No. 1 ("Amendment") to the Professional Services Agreement ("PSA") with HNTB Corporation. The Amendment proposes an increase of \$300,000 to the PSA to provide for continued on-call architectural and engineering services, resulting in a not-to-exceed amount of \$675,000

- b. Amendment No. 3 to Professional Services Agreement with
Allied Universal Security Services

[See page 4]

Staff seeks a recommendation from the Operations and Development Committee to the Commission for approval of a proposed Amendment No. 3 ("Amendment"), to the Professional Services Agreement ("Agreement") with Universal Protection Service LP d.b.a. Allied Universal Security Services for Airport security, traffic control, and consumer item inspection services. The Amendment exercises the first of two one-year extension options of the Agreement and provides for a Consumer Price Index increase to the current labor rates. The consumer item inspection services are fully reimbursable by the in-terminal concessionaires.

6. Items for Information

- a. Committee Pending Items

[See page 6]

7. Adjournment

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

MONDAY, SEPTEMBER 15, 2025

A regular meeting of the Operations and Development Committee was called to order on 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, Talamantes and Asatryan (arrived at 8:41 a.m.)
Absent:	None
Also Present:	Staff: John Hatanaka, Executive Director; Lanna Aguilera, Senior Manager, Procurement; Mary Lugo, Manager, Maintenance Department

2. Approval of Agenda

Motion	Commissioner Talamantes moved approval of the agenda, seconded by Commissioner Hampton.
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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. July 21, 2025	The agenda packet included a draft copy of the July 21, 2025, and August 18, 2025, Committee meeting minutes for review and approval.
b. August 18, 2025	

Motion	Commissioner Talamantes moved approval of the minutes; seconded by Commissioner Hampton.
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Motion Approved	The motion was approved (2-0, 1 absent).
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5. Items for Approval

a. Replacement Vehicle Acquisition Authorization

The adopted FY 2026 budget includes appropriations to address the acquisition of five vehicles in the aggregate amount of \$375,000. One Maintenance Department replacement truck (SULEV) that was approved in this budget has already been acquired in the amount of \$32,284.03.

Due to vehicle availability, Staff sought the recommendation of the Operations and Development Committee ("Committee") to the Commission to authorize Staff to issue future Purchase Orders, up to the \$375,000 limit, for the two hybrid engine SUVs and two other department vehicles programmed in the FY 2026 budget.

Motion

Commissioner Talamantes moved approval of the recommendation; seconded by Commissioner Hampton, with the stipulation that future purchase of an electric vehicle takes priority over a hybrid vehicle.

Motion Approved

The motion was approved (2-0, 1 absent).

b. First Amendment to Janitorial Services Agreement – C&W Facility Services Inc.

Staff sought a recommendation from the Operations and Development Committee to the Commission to approve a proposed First Amendment to the Janitorial Services Agreement ("Agreement") with C&W Facility Services Inc. ("C&W") for a monthly service fee increase of \$29,298.75. The proposed increase in cost of the Agreement is the result of a replacement master collective bargaining agreement between The Southern California Maintenance Contractors, which C&W is a member of, and the Service Employees International Union, United Service Workers West ("SEIU USWW"), which represents C&W's employees.

Motion

Commissioner Talamantes moved approval of the recommendation; seconded by Commissioner Hampton.

Motion Approved

The motion was approved (2-0, 1 absent).

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 to discuss, the meeting was adjourned at 8:42 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 6, 2025**

**APPROVAL OF AMENDMENT NO. 1
PROFESSIONAL SERVICE AGREEMENT
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Presented by Vincent Nguyen
Senior Manager, Engineering and Project Delivery

SUMMARY

Staff seeks an Operations and Development Committee (“Committee”) recommendation to the Commission to approve a proposed Amendment No. 1 (“Amendment”), copy attached, to the Professional Services Agreement (“PSA”) with HNTB Corporation (“HNTB”). The Amendment proposes an increase of \$300,000 to the PSA to provide for continued on-call architectural and engineering services (“A/E Services”), resulting in a not-to-exceed amount of \$675,000.

BACKGROUND

On December 18, 2023, the Commission awarded a three-year contract to HNTB for on-call A/E Services with a not-to-exceed limit of \$375,000. The amount authorized under the PSA was initially established to allow time to assess how much Staff augmentation support services would be needed to address a wide range of Airport capital and non-capital projects.

To date, ten task orders have been issued under the PSA totaling \$372,377. These tasks generally provided support for projects ranging from structural condition assessment of existing structures, electrical design for shuttle EV chargers, tenant improvement project support, pavement rehabilitation design, as well as the pavement condition rating analysis for Federal Aviation Administration compliance. The proposed Amendment will provide for continued funding authorization to undertake critical engineering reviews.

BUDGET IMPACT

Appropriations for the on-call A/E Services in the amount of \$300,000 were included in the FY 2026 adopted budget. In addition, if any task order requires funding greater than \$75,000, Staff will return to the Commission for its consideration.

STAFF RECOMMENDATION

Staff seeks a Committee recommendation to the Commission to approve the proposed Amendment for continued on-call A/E Services and authorize the President to execute the same.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 6, 2025**

**AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES AGREEMENT WITH
ALLIED UNIVERSAL SECURITY SERVICES**

Presented by Ray Hunting
Airport Security Manager

SUMMARY

Staff seeks a recommendation from the Operations and Development Committee ("Committee") to the Commission for approval of a proposed Amendment No. 3 ("Amendment"), copy attached, to the Professional Services Agreement ("Agreement") with Universal Protection Service LP d.b.a. Allied Universal Security Services ("Allied") for Airport security, traffic control, and consumer item inspection services. The Amendment exercises the first of two one-year extension options of the Agreement and provides for a Consumer Price Index ("CPI") increase to the current labor rates. The consumer item inspection services are fully reimbursable by the in-terminal concessionaires.

BACKGROUND

In October 2022, the Commission awarded the Agreement to Allied for a three-year base term from November 1, 2022, through October 31, 2025, with two one-year extension options. The Agreement allows Allied to annually request a fee schedule increase based on an increase in the CPI 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 applicable CPI Index (June 2025), Allied is requesting an increase of 3.2% for the contract year effective from November 1, 2025 through October 31, 2026. Approval of fee schedule increases is at the Commission's discretion.

The scope of Airport security, traffic control, and consumer item inspection services under the Agreement 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. Additional Airport security services may be authorized on an as needed basis.
- (ii) **Aviation Workers Screening:** Per the National Amendment by TSA, the Authority is required to provide random screening of employees going from the public areas of the terminal to Security Identification Display Areas or Sterile Areas. Employees are being screened for explosives, weapons, and incendiary devices.

- (iii) 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.
- (iv) Airport Consumer Item Inspection: Inspection of commercial merchandise and consumables by screened individuals within the Sterile Area of the terminal for any prohibited item, as well as allowing entry in this area by approved Security Identification Display Area badge holders. This specific service is fully reimbursable by the in-terminal concessionaires, MCS Burbank LLC (food and beverage), and HG Burbank JV (news and gifts).

BUDGET IMPACT

During the extension year, the authorized not-to-exceed amount will be limited to the appropriations included in the adopted budget. Separately, the Airport consumer item inspection services are activity based and fully reimbursable by the in-terminal concessionaires throughout the fiscal year.

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.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
OPERATIONS AND DEVELOPMENT COMMITTEE
OCTOBER 6, 2025**

COMMITTEE PENDING ITEMS

Future

Tentative Presentation

1. Award of Contract - Pavement Management System
2. Award of Contract - Private Network

October 20, 2025
TBD

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / HNTB Corporation)

This Amendment No. 1 ("First Amendment") to the December 18, 2023 Professional Services Agreement ("Agreement") executed by the Burbank-Glendale-Pasadena Airport Authority ("Authority"), a California joint powers agency, and HNTB Corporation ("Consultant"), a Delaware Corporation, is dated October 20, 2025 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for the Authority's retention of Contractor as an independent contractor to provide on-call architectural and engineering consulting services.
- B. The parties desire to amend the Agreement to: (i) increase the contract limit; and (ii) update the federal requirements exhibit.

NOW, THEREFORE, the parties agree as follows:

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

"E. "Contract Limit": 675,000.00"

2. **Substitution of Exhibit E-1.** The attached Exhibit E-1 is substituted for Exhibit E of the Agreement. All references in the Agreement to Exhibit E shall be deemed to refer to the attached Exhibit E-1.

3. **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.

4. **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.

[SIGNATURES ON FOLLOWING PAGE]

EXHIBIT E-1
AIP Project Federal Requirements

References in this Exhibit to "Contractor" shall be deemed to refer to Consultant. Consultant shall: (i) insert these provisions in each lower tier contract; (ii) incorporate the requirements of these provisions by reference for work done under any purchase orders, rental agreements, and other agreements for supplies or services; and (iii) be responsible for compliance with these provisions by any subcontractor, lower-tier subcontractor, or service provider.

1. Access to Records and Reports

Consultant must maintain an acceptable cost accounting system. Consultant agrees to provide the Authority, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. Consultant agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

2. Breach of Contract Terms

A. Any violation or breach of terms of this contract on the part of Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

B. The Authority will provide Consultant written notice that describes the nature of the breach and corrective actions Consultant must undertake in order to avoid termination of the contract. The Authority reserves the right to withhold payments to Consultant until such time Consultant corrects the breach or the Authority elects to terminate the contract. The Authority's notice will identify a specific date by which Consultant must correct the breach. The Authority may proceed with termination of the contract if Consultant fails to correct the breach by the deadline indicated in the Authority's notice.

C. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

3. General Civil Rights Provisions

A. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

B. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

C. The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

4. Civil Rights – Title VI Assurance

A. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities: including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

5. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

9. The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination

includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)]:

11. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

B. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

5. Clean Air and Water Pollution Control

A. Consultant agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). Consultant agrees to report any violation to the Authority immediately upon discovery. The Authority assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

B. Consultant must include this requirement in all subcontracts that exceed \$150,000.

6. Certification of Offeror/Bidder Regarding Debarment

A. By submitting a bid/proposal under this solicitation, the offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

B. The successful offeror, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must confirm each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful offeror will accomplish this by:

1. Checking the System for Award Management at website:
<http://www.sam.gov>.

2. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.

3. Inserting a clause or condition in the covered transaction with the lower tier contract.

C. If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it

entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

7. Disadvantaged Business Enterprises

A. Contract Assurance (49 CFR § 26.13) – The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

1. Withholding monthly progress payments;
2. Assessing sanctions;
3. Liquidated damages; and/or
4. Disqualifying the Contractor from future bidding as non-responsible.

B. Prompt Payment (49 CFR § 26.29) – The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the Authority. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Authority. This clause applies to both DBE and non-DBE subcontractors.

C. Termination of DBE Subcontracts (49 CFR § 26.53(f)) –

1. The prime contractor must not terminate a DBE subcontractor listed in response to the Disadvantaged Business Enterprises section of the solicitation for this Agreement (or an approved substitute DBE firm) without prior written consent of the Authority. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

2. The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent the Authority. Unless the Authority's consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

3. The Authority may provide such written consent only if the Authority agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.

4. Before transmitting to the Authority its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to the Authority, of its intent to request to terminate and/or substitute, and the reason for the request.

5. The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Authority and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Authority should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the Authority may provide a response period shorter than five days.

6. In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

8. Distracted Driving

A. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

B. In support of this initiative, the Authority encourages Consultant to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. Consultant must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

9. Domestic Preferences for Procurements

The offeror certifies by signing and submitting this proposal that, to the greatest extent practicable, the offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

10. Federal Fair Labor Standards Act

A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq., the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

B. Consultant has full responsibility to monitor compliance to the referenced statute or regulation. Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

11. Certification Regarding Lobbying

A. The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

12. Occupational Safety and Health Act

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

13. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

Consultant and subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

14. Termination of Contract

A. Termination for Convenience.

1. The Authority may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Authority, Consultant must immediately discontinue all services affected.

2. Upon termination of the Agreement, Consultant must deliver to the Authority all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

3. The Authority agrees to make just and equitable compensation to Consultant for satisfactory work completed up through the date Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

4. The Authority further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

B. Termination for Cause.

1. Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

2. The terminating party must provide the breaching party seven days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a. Termination by Authority: The Authority may terminate this Agreement for cause in whole or in part, for the failure of Consultant to:

1. Perform the services within the time specified in this contract or by the Authority approved extension;

2. Make adequate progress so as to endanger satisfactory performance of the services; or
3. Fulfill the obligations of the Agreement that are essential to the completion of the services.

Upon receipt of the notice of termination, Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, Consultant must deliver to the Authority all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

The Authority agrees to make just and equitable compensation to Consultant for satisfactory work completed up through the date Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

The Authority further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Authority determines Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Authority issued the termination for the convenience of the Authority.

b. Termination by Consultant: Consultant may terminate this Agreement for cause in whole or in part, if the Authority:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to Consultant in accordance with the terms of this Agreement;
3. Suspends the project for more than 180 days due to reasons beyond the control of Consultant.

Upon receipt of a notice of termination from Consultant, the Authority agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If the Authority and Consultant cannot reach mutual agreement on the termination settlement, Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Authority's breach of the contract.

In the event of termination due to Authority breach, Consultant is entitled to invoice the Authority and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by Consultant

through the effective date of termination action. The Authority agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

15. Veteran's Preference

In the employment of labor (excluding executive, administrative, and supervisory positions). Consultant and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

**AMENDMENT NO. 3 TO
PROFESSIONAL SERVICES AGREEMENT**

(Burbank-Glendale-Pasadena Airport Authority / Allied Universal Security Services)

This Amendment No. 3 ("Third 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 October 6, 2025 for reference purposes.

RECITALS

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 have executed the following amendments to the Agreement (collectively, "Prior Amendments"):

1. A September 18, 2023 Amendment No. 1 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.

2. An October 22, 2024 Amendment No. 2 to provide for a CPI adjustment of the fee schedule for the November 2024 - October 2025 contract year.

C. The parties desire to amend the Agreement to: (i) memorialize the Authority's exercise of the first extension option; and (ii) provide for a CPI adjustment of the fee schedule for the November 2025 - October 2026 contract year.

NOW, THEREFORE, the parties agree as follows:

1. **Amendment of Section 3.** Section 3 (Term) of the Agreement is amended to read as follows:

"3. Term.

A. This Agreement is effective as of November 1, 2022 and shall remain in full force and effect until October 31, 2026 unless extended pursuant to paragraph (B) below or earlier terminated pursuant to paragraph (C) below.

B. The Authority shall have one option by which it may extend the term of this Agreement by one year. To exercise the extension option, the Authority shall give written notice to Consultant on or before September 30, 2025.

C. If Consultant breaches this Agreement and fails to cure such breach within seven days of written notice from the Contract Administrator, then the Authority may immediately terminate this Agreement for cause. Either party may terminate this Agreement for convenience upon 15 days prior written notice to the other party."

2. Amendment of Section 4. Paragraph C (CPI Adjustments) of Section 4 (Compensation) of the Agreement is amended to read as follows:

“C. CPI Adjustments. On or before July 31, 2023, 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. For the November 2023 - October 2024, November 2024 - October 2025, and November 2025 - October 2026 contract years, the respective fee schedule set forth in the attached Exhibit E shall apply.”

3. Replacement Exhibit E. The attached replacement Exhibit E is incorporated into this Agreement and shall supersede all prior versions of Exhibit E.

4. Counterparts. This Third 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.

5. Preservation of Agreement. Except as expressly modified by this Third Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this Third Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Third Amendment shall control.

[SIGNATURES ON FOLLOWING PAGE]

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

Universal Protection Service LP

By: 

Print Name: Richard Dimandshyan

Title: General Manager

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

Burbank-Glendale-Pasadena Airport Authority


Jess Talamantes, President

Approved as to form:


Richards, Watson & Gershon
A Professional Corporation

EXHIBIT E
November 2023 - October 31 2024
November 2024 - October 31, 2025
November 2025 - October 31, 2026
Contract Year Fee Schedules

(attached)



**Hollywood Burbank Airport
2026 Security Fee Schedule
9/30/2025**

2025 Security Bill Rate Schedule (Effective 11/1/2024 thru 10/31/2025)		
Post Description	Regular Hourly Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$38.12	\$57.18
Consumer Items Inspections	\$38.12	\$57.18
Employee Screening Officer	\$38.12	\$57.18
RPT	\$38.12	\$57.18
TNC Lot	\$38.12	\$57.18
SIDA Checkpoint Officer	\$32.05	\$48.08
Vehicle Traffic Control Officer	\$32.05	\$48.08
Vehicle Traffic Control Officer TN	\$32.05	\$48.08

2026 Security Bill Rate Schedule (Effective 11/1/2025 thru 10/31/2026)		
Post Description	Regular Hourly Rate	Holiday/Overtime Bill Rate
Airport Security Supervisor(s)	\$39.33	\$59.00
Consumer Items Inspections	\$39.33	\$59.00
Employee Screening Officer	\$39.33	\$59.00
RPT	\$39.33	\$59.00
TNC Lot	\$39.33	\$59.00
SIDA Checkpoint Officer	\$33.08	\$49.62
Vehicle Traffic Control Officer	\$33.08	\$49.62
Vehicle Traffic Control Officer TN	\$33.08	\$49.62

Allied Universal Security Services

Richard Dirmandzhyan
General Manager

9-30-2025

Dated