Weekly Management Report
May 4, 2018

1. **Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of May 7, 2018
Burbank-Glendale-Pasadena Airport Authority

May 3, 2018

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, May 7, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

2627 Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

REGULAR COMMISSION MEETING

AGENDA

MAY 7, 2018

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 7, 2018

9.00 A.M.

***NOTE TO THE PUBLIC:** The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each item is reached. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

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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.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

   a. Committee Minutes
      (For Note and File)

      1) Operations and Development Committee

         (i) April 2, 2018 ***[See page 1]***
         (ii) March 29, 2018 ***[See page 4]***

2) Finance and Administration Committee

(i) March 19, 2018 *[See page 6]*

b. Commission Minutes
(For Approval)

1) April 16, 2018 *[See page 8]*

c. February 2018 Treasurer's Report *[See page 16]*

6. ITEMS FOR COMMISSION APPROVAL

a. Award of Agreement for Self-Park Management Services and Valet Parking Services to SP Plus Corporation *[See page 39]*

b. Award of Contract for Design Services Terminal Ramp Rehabilitation Project Number E17-18 *[See page 44]*

c. Award of Purchase Order to Diamondback Rescue & Fire Inc. for Replacement Self-Contained Breathing Apparatus *[See page 47]*

d. Consent of Sublease of Aviation Hangar Lease Chartwell Aviation Services LLC to Star Aviation Inc. *[See page 49]*

7. ITEMS FOR COMMISSION DISCUSSION

a. Branding Update – Phase III Results; Anyone Collective *[No Staff Report]*

8. ITEMS FOR COMMISSION INFORMATION

a. Burbank Airport – North Metrolink Station *[No Staff Report]*

b. March 2018 Passenger/Cargo and Regional Airport Passenger Statistics *[No Staff Report]*

c. March 2018 Parking Revenue Statistics *[No Staff Report]*

d. March 2018 Transportation Network Companies ("TNC") Summary of Activities *[No Staff Report]*

9. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case: Noise Variance Application to California Department of Transportation, Division of Aeronautics.

10. COMMISSIONER COMMENTS
(Updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER
May 7, 2018

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

a. COMMITTEE MINUTES. Approved minutes of the March 29, 2018, and April 2, 2018, Operations and Development Committee meetings, and approved minutes of the March 19, 2018, Finance and Administration Committee meeting are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. Draft minutes of the April 16, 2018, meeting are attached for the Commission's review and approval.

c. TREASURER'S REPORT. The Treasurer's Report for February 2018 is contained in the agenda packet. At the April 16, 2018, Finance and Administration Committee special meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file the report.

6. ITEMS FOR COMMISSION APPROVAL

a. AWARD OF AGREEMENT FOR SELF–PARK MANAGEMENT SERVICES AND VALET PARKING SERVICES. A staff report is included in the agenda packet. At the April 16, 2018, meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission award of an Agreement for Self-Park Management Services and Valet Parking Services ("Agreement") to SP Plus Corporation ("SP Plus"). The proposed Agreement has a three-year base term and two one-year extension options available to the Authority. For FY 2018-2019, the proposed annual budget is $4,907,211 and the proposed potential performance bonus is $15,215. Subject to change based on revised operating parameters (such as Authority-directed increases or decreases of personnel levels), the proposed total cost of the Agreement for the three-year base term is $15,907,484, inclusive of potential performance bonuses.

b. AWARD OF CONTRACT – FOR DESIGN-BUILD SERVICES TERMINAL RAMP REHABILITATION PROJECT NUMBER E17-18. A staff report is included in the agenda packet. This item, subject to the recommendation of the Operations and Development Committee, has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting. Staff seeks authorization from the Commission to: (i) award a Design-Build Agreement ("DBA") in the amount of $3,147,872 to PALP dba Excel Paving Company for the Terminal Ramp Rehabilitation Project; (ii) approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of $300,000; and (iii) approve a project aggregate contingency of $300,000.

It is the intent of Staff to complete this project as quickly as possible to accommodate the forecasted airline fleet mix in the next fiscal year including utilization of newer generation aircraft.

c. AWARD OF PURCHASE ORDER TO DIAMONDBACK RESCUE & FIRE INC. FOR REPLACEMENT OF SELF-CONTAINED BREATHING APPARATUS. A staff report is included in the agenda packet. This item, subject to the recommendation of the Operations and Development Committee ("Committee"), has been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

   Staff seeks a recommendation from the Commission to award a Purchase Order in the amount of $116,306.41 to Diamondback Fire & Rescue, Inc. ("Diamondback") for replacement of Self-Contained Breathing Apparatus ("SCBA") units and associated air cylinders for Airport Fire Department ("AFD") personnel.

d. CONSENT OF SUBLEASE OF AVIATION HANGAR LEASE – CHARTWELL AVIATION SERVICES LLC TO STAR AVIATION LLC. A staff report is included in the agenda packet. At the April 30, 2018, special meeting of the Finance & Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission approve a Consent of Sublease of the Aviation Hangar Lease for Hangar 22 between Chartwell Aviation Services, LLC, a California limited liability company, and Star Aviation, Inc., a Delaware corporation.

7. ITEM FOR COMMISSION DISCUSSION

a. BRANDING UPDATE – ANYONE COLLECTIVE. The Authority's contracted branding and marketing agency, Anyone Collective, will provide the Commission with an update on Phase 3 of the Airport branding program. In November 2017, the Commission approved Phase 3, which includes the following goals and objectives toward increasing passenger levels: expand on target demographics via new strategies and creative campaign directions; provide marketing/advertising analytics that detail performance metrics; and develop marketing strategies and branding support for Air Service Development.

8. ITEMS FOR COMMISSION INFORMATION

a. BURBANK AIRPORT - NORTH METROLINK STATION. No staff report attached. Staff will present to the Commission an overview of the shuttle service to be provided by the Authority between the newest Metrolink Station and the Hollywood Burbank Airport Terminal. This new station serves the airport via Metrolink's Antelope Valley line and is scheduled to open on May 14, 2018.

b. MARCH 2018 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The March 2018 passenger count of 430,470 was up 12.32% compared to the March 2017 tally of 383,252. The calendar year-to-date total for the first three months is up exactly 15% at 1,164,945 compared to 1,013,018 through the first quarter of 2017. Air carrier aircraft operations increased by 3.8% while cargo volume dipped for the

month by 9.3% to 9.4 million pounds in March 2018, and the year-to-date the total of 26.2 million pounds is off 4.87% compared to the same period in 2017.

The number of revenue passengers in March 2018 was up 12.3% over March 2017, with 430,470 passengers traveling through BUR.

Overall, the airlines had 583,658 seats available in March, which was 7.2% more than what they offered in March of last year. Passengers ended up using about 73% of those seats, slightly higher than the load factor in March 2017.

a. MARCH 2018 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of March 2018.

b. MARCH 2018 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the month March 2018.