



Weekly Management Report

August 5, 2022

- 1. Memo** Landlord-Tenant Commission
Meeting on July 11, 2022
Community Development Department

- 2. Memo** July 2022 Report
Burbank Airport Commissioners

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: July 27, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – July 11, 2022

- Five members of the public attended the in-person meeting. Two members had comments and one member had questions for the Commission related to the Landlord-Tenant Commission promotional efforts and rent increases. The other two members of the public in attendance were listening for educational purposes. The Commission provided information and resources to the tenants.
- Staff provided the following announcements:
 - The Housing Rights Center has virtual workshops scheduled in partnership with Home Again LA. The next workshops will be held on July 14th and July 21st at 6:00 P.M.
 - Phase II of the County of LA eviction protections are in now in place. More information is available on the City's website.
- The Commission provided intake form updates to fifteen cases received in the last month related to: mail access, habitability, eviction notices, AB 1482, smoking, rent proration, and noise ordinances.
- Commissioner Smith asked staff if personalized business cards could be provided to the Commission. Staff is seeing if there is a policy regarding this request.
- The meeting adjourned at 7:58 p.m.

August 3, 2022

TO: Mayor Jess Talamantes
Vice Mayor Konstantine Anthony

FROM: Burbank Airport Commissioners
Paul Dyson
Emily Gabel-Luddy
Bud Ovrom

CC: Justin Hess, Judie Wilke, Joe MacDougall

RE: BUR Airport Authority Meeting for July 2022

HIGHLIGHTS

1. Replacement Passenger Terminal: Short-List approved and Next Steps

The BIG news. The Commissioners voted to move ahead with the three top-ranked firms. On July 19, 2022, the Request for Proposals (the detailed RFP) was listed on PlanetBids, intended for the short list. The Commission has a goal of awarding the full progressive design-build contract by the end of the year. The response to the RFP is due in October.

Jacobs Engineering, as the contracted Project Management Firm for the Replacement Terminal Project (and Roger Johnson is the Project Manager), was excluded from the RFQ evaluation panel to avoid any perception of a conflict of interest because the firm was in association with some of the respondents to the RFQ. Because Jacobs has a contract with the Authority (barely 60 days old), and because Roger Johnson is employed by Jacobs, Jacobs/Johnson chose to step aside to assure proper review of the submitted proposals. Jacobs recommended R. Gladson to conduct the evaluation/panel — who most recently provided similar services to LAWA and UC Irvine where she served as Vice Chancellor.

EVALUATION PROCESS: CRITERIA

PASS/FAIL Categories

The evaluation of each Statement of Qualifications consisted of the following criteria: Cover Letter: Information Provided Yes/No; Safety/Bonding: Pass/Fail; Minimum Experience: Pass/Fail; Previous Working Relationship: Pass/Fail; Financial & Legal Information: Information Provided Yes/No; Core

SCORED Categories

- Design-Build Team List of Projects: (10 points)
- Core Design-Build Team Project Experience: (20 points)
- Experience with Local Subcontracting Community: (10 points)

Selection Criteria	Core D-B Team List of Projects	Core D-B Team Project Experience	Exp. w/ Local Subcontracting Community	Project Organization	Key Personnel	Project Approach	TOTAL
Weighting Factor:	1	1	1	1	1	1	
Maximum Points Possible	10	20	10	20	20	20	100
FIRM:							
Austin-WebCor	9	16	9	19	18	18	89
Holder-Pankow	8	16	8	17	18	18	85
PCL-Gensler	9	15	9	13	15	18	79
Turner-Flatiron-HNTB	9	15	9	16	17	18	84
Tutor Perini-R&S	7	11	7	14	12	17	68

RANKINGS

Project Organization: (20 points)
 Key Personnel Resumes: (20 points)
 Project Approach: (20 points)

Airport staff retained the services of R. Gladson, FAIA, AUA, DBIA of XI Corporation, who has over 30 years experience in progressive design-build project to manage the evaluation process.. The Evaluation Committee consisted of Airport staff; one current, one past Burbank employee with knowledge of the Development Agreement and Replacement Passenger Terminal Project; one airline representative and an advisor from San Francisco International Airport. Identities of panel members remain confidential.

The evaluation panel ranked all firms in the exact same order, something Ms Gladson said she had rarely seen in 30 years. An ensuing discussion about the lesser rated teams took place to fully vet any hesitations commissioners may have had.

Mr. Ovrom, who was traveling and had limited zoom access to the meeting, sent an e-mail to the Commissioners and staff expressing his concerns about the lack of details on the qualifications of each team, such as specific airports they had worked on. Ms. Gladson provided some of that information during her oral presentation. Mr. Ovrom abstained on the vote because of his dissatisfaction with the written staff reports, but sent a follow-up e-mail to Mr. Miller, President Gabel-Luddy and relevant staff supportive of the short list.

The short list:

Selected (cited projects, below, were identified by Ms. Gladson, during her Commission presentation):

1. Austin-WebCor, Contractor/ Fentress, Architect/ TYLin, Engineer/ Granite, Subcontractor (Pre-con & Civil partner) - SF Terminal (LEED Platinum); Phoenix Terminal
2. Holder-Pankow, JV Contractor/ Corgan, Architect/ Burns & McDonnell, Engineer - Salt Lake City, Sacramento, LAX Midfield, Omaha and Nashville terminals
3. Turner, Contractor/ HNTB, Architects and Engineers/ Flatiron, Subcontractor (Pre-con & Civil partner) - SanDiego Terminal 2, Orlando Terminal C, Denver Concourse Expansion

Not Selected:

3. Tutor-Perini/Rudolph & Sletten, Contractor/SOM, Architect/Arup, Engineer
 4. PCL, Contractor/Gensler, Architect/KPFF, Engineer - Landside/RS&H, Engineer - Airside
- After the Commission vote, PCL filed a challenge to not being selected. Mr. Miller responded in writing to their challenge.

Authority Commissioners voted 7-0-1 (noting the abstention of Commissioner Ovrom)

2. Election of Officers:

President: Emily Gabel-Luddy
 Vice President: Councilmember Felicia Williams, Pasadena
 Secretary: Councilmember Ara Najarian, Glendale

3. Creation of Executive Committee, redefinition of Standing Committees:

The new Executive Committee will consist of the three principal officers, President, Vice President and Secretary; will meet at least once monthly on a regular basis and is subject to open meeting laws. It will advise on Replacement Terminal Project, Administrative functions (i.e. procedures, labor, Executive Director review, etc.). The functions of the other Standing Committees were clarified. Mr. Dyson and Ms. Gabel-Luddy switched Committees (Dyson to Legal/Government and Environmental Affairs Committee, Gabel-Luddy to Operations Committee) and Mr. Ovrom remains on the Finance Committee.

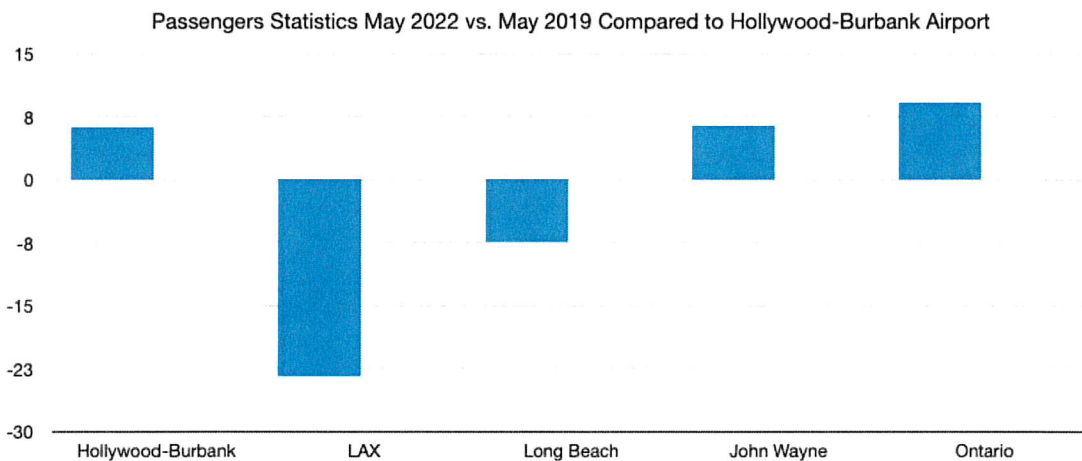
A Glendale Commissioner position is currently vacant.

4. Waggage Claim: Canine Therapy Program

Dogs and their handlers will become a major presence at the airport again as Waggage Claim gears up to comfort passengers, bring smiles to kids faces and generally ease the anxiety of anyone passing through our airport. Two black labs and one Setter posed for photos at the Commission Meeting.

5. Passenger Statistics :

Monthly passenger activity in **May 2022 exceeded May 2019 by +6.30%** and continues a strong growth trend! This compares very favorably to our financial planning assumption of -45% passengers for the same period. And as can be seen below, compares very favorably with other airports in the region.



Comparative Statistics

6. Executive Director:

As a followup to a news item July 8, Mr. Miller clarified that the FAA awarded millions to airports that were “shovel ready” with their improvement projects. We are not now but certainly expect to be by 2023.

In addition, Congressman Schiff announced that the Hollywood-Burbank Airport was awarded nearly \$3 million in federal grants for infrastructure improvements. The funds provide support for the rehabilitation of a taxiway (already approved by the Commission) an more than \$800,000 to conduct the Noise Compatibility Study, one of the recommendations of the South San Fernando Valley Airplane Noise Task Force, which President Gabel-Luddy chaired and Councilmember Springer was a member (along with Glendale, Pasadena and numerous Los Angeles Council Districts, State and Federal elected officials).

Mr. Miller/Staff met with the new head of Metrolink, Darren Kettle (appointed July 2021, from the Ventura County Transportation Commission), and began a discussion of how BGPAA and Metrolink can work together to improve frequency to optimize passenger convenience to the Airport. Commissioner Najarian is the Metrolink Board Chair, very helpful!

Finance and Administration Committee

With passenger activity now starting to regularly surpass 2019 pre-covid levels, the Airport's financial condition remains very strong. The FY2021-22 budget assumption was that we would be down by 54.55% at this stage. In fact, we are down by "only" 13.11%, and each of the last 3 months have exceeded the 2019 levels.

As a result, after 11 months our cash receipts have exceeded our cash disbursements by \$26,459,731. When we close the books at the end of the fiscal year, we should be able to transfer \$25+ million to our existing \$200 million Reserve – money which will be very helpful when we need to pay for the \$1.2 billion Replacement Terminal!

MAY 2022 FINANCIAL PERFORMANCE REPORT

Cash Receipts from Operations

<u>May Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Variance</u>
\$6,102,079	\$3,689,497	\$2,412,582	\$62,528,089	\$34,412,242	\$28,115,847

Cash Disbursements from Operations

<u>May Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Variance</u>
(\$4,164,233)	(\$4,005,889)	(\$158,344)	(\$48,558,957)	(\$46,902,841)	(\$1,656,116)

Increase (Decrease) in Cash from Operations

<u>May Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Variance</u>
\$1,937,846	(\$316,392)	\$2,254,238	\$13,969,132	(\$12,490,841)	\$26,459,731

Legal/Government and Environmental Affairs Committee:

In May 2021, the FAA issued its Final EIS and Record of Decision ("ROD") for the RPT Project. Shortly thereafter, the City of Los Angeles filed a federal court lawsuit against the FAA challenging the EIS and ROD. The lawsuit designated the Authority as a real party in interest, but the Authority has been redesignated as an intervenor.

Due to this lawsuit, the FAA notified staff on October 23, 2021 of its decision to extend the period of performance of the Airfield Improvement Planning (AIP) grant to October 2022. This decision maintains access to the remaining funds to allow RS&H (legal counsel) to support the FAA during the EIS litigation.

The proposed amendment will extend the expiration date to December 31, 2022; and with net increase of approximately \$128,000. This amount will be recovered by the Authority through the FAA.

Operations:

No Report.