



January 6, 2010

CALL AND NOTICE OF A SPECIAL MEETING  
OF THE OPERATIONS AND DEVELOPMENT COMMITTEE  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Operations and Development Committee will be held Friday, January 8, 2010, at 8:00 a.m., in the Airport Skyroom of the Bob Hope Airport, 2627 Hollywood Way, Burbank, California, 91505.

The items to be discussed are listed on the attached agenda.

Sue Loyd, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING  
OF THE  
OPERATIONS AND DEVELOPMENT COMMITTEE

Airport Skyroom  
Friday, January 8, 2010  
8:00 A.M.

**NOTE TO THE PUBLIC:** Any discloseable 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 Bob Hope 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.*

A G E N D A

1. Public Comment
2. Approval of Minutes
  - a. December 14, 2009 **[See Page 1]**
3. Project Number E08-02, Vehicle Maintenance Facility  
Project Budget Status Update
  - Staff Report Attached **[See Page 3]**

**Staff contracted with The Luckman Partnership, Inc. ("Consultant") to provide architectural and engineering design services for a Vehicle Maintenance Facility ("VMF") to be located at the Airport Maintenance facility. The VMF will be located in the City of Los Angeles ("City") portion of the Airport and approvals must be obtained from the City Building Department. To date, Staff authorized an initial \$55,900 in fees and, because of continual ongoing requests from the City for additional information and changes to the design documents, Consultant has incurred to date approximately \$25,100 in additional expenses. This totals \$81,000.**

**Because additional design fees are required to complete the City of Los Angeles permit process and, because the total to date already exceeds the \$75,000 expenditure limit for the Executive Director, Staff seeks an Operations and Development Committee**

**recommendation to the full Commission to authorize the \$81,000 in expenditures to date as well as an anticipated additional amount of \$14,924 in services from the Consultant to complete the permitting process, including \$2,500 contingency for other City requirements.**

4. Award of Contract, Project Number E09-28  
B-6 Site Emergency Utilities

- Staff Report Attached

**[See Page 5]**

**As part of the Authority's ongoing program to enhance emergency preparedness, Staff, working in conjunction with various public safety agencies, has identified a project to allow for public agencies to stage emergency equipment and personnel on the B-6 site during major catastrophes. This project would install six (6) power/communication stations along the B-6 lot fence line. These stations will serve as bases for the emergency response agencies during major incidents when power and communications may not be available.**

**Staff solicited competitive bids for a scope of work that includes trenching, installation of utility and data conduits, erecting posts, installing NEMA 3 outdoor electrical cabinets, pulling wires, installing electrical receptacles, transformers, and back-filling and compacting trenches.**

**Staff seeks an Operations and Development Committee recommendation to the full Commission to award a construction contract in the amount of \$72,250 to Kent Electric for this project. Staff also seeks approval of a contingency in the amount of \$7,500 to permit Staff to authorize any necessary changes in the scope of the project.**

5. Approval to Release a Parking Operator  
Request for Qualifications

- Staff Report Attached

**[See Page 7]**

**The current agreement between the Burbank-Glendale-Pasadena Airport Authority ("Authority") and Central Parking System Inc. , the Authority's existing parking operator providing Self-Park Management Services, Valet Parking Services, and Passenger/Employee Busing Services to the Authority, will expire June 30, 2011. Because of the process to competitively bid these services can take as much as year to complete, Staff recommends initiating that selection process immediately.**

**Staff seeks concurrence from the Operations and Development Committee to:**

- 1) **Advertise the Parking Operator Request for Qualifications ("RFQ"), seeking qualification packages from parking operators meeting the minimum requirements;**

- 1) **Advertise the Parking Operator Request for Qualifications ("RFQ"), seeking qualification packages from parking operators meeting the minimum requirements;**
- 2) **Develop a short list of three to five qualified parking operators that will receive the Parking Operator Request for Proposals ("RFP"); and**
- 3) **Bring back to the Operations and Development Committee, and the full Authority, the results of the RFQ, the short list of qualified contractors, and the future draft RFP.**

6. Award of Contract, Airport Website Rebuild

- Staff Report Attached

[See Page 14]

**Staff seeks an Operations and Development Committee recommendation to the full Commission to enter into a Professional Services Agreement with OPM Design in an amount not to exceed \$74,350 to design and build a new website for Bob Hope Airport, with a targeted launch date of May 2010. The scope of work includes training of Airport staff in the use of the content management system. In addition to the described project, Staff intends to enter into a post-launch agreement with OPM Design that would provide backup consulting time for up to two years to address the need for ongoing support to maintain the functionality of the site.**

7. Proposed Go-Forward FY 2009/2010  
Facility Improvement Program Budget

- Staff Report Attached

[See Page 25]

**Staff seeks a Committee recommendation to the full Commission seeking approval of a proposed Go-Forward Facility Improvement Program ("Capital") Budget for the current Fiscal Year 2009/2010.**

8. Items for Information

- a. November 2009 Passenger Statistics and  
Estimated December 2009 Parking Revenue

**No staff report is attached. Staff will discuss the November 2009 passenger statistics and the estimated December 2009 parking revenue with the Committee.**

9. Other Contracts and Leases and Capital Projects

10. Closed Session

- a. Conference with Legal Counsel – Existing Litigation  
(California Government Code Section 54956.9(a))

- 1) Name of Case: In the Matter of the Application Between Burbank-Glendale-Pasadena Airport Authority, Request for Variance, Before the Department of Transportation, Division of Aeronautics
- 2) Name of Case: Orr v. Burbank-Glendale-Pasadena Airport Authority et al. (Case No. EC047664)

b. Conference with Legal Counsel – Anticipated Litigation

- 1) Initiation of Litigation (California Government Code Section 54956.9(c)): eight potential cases. One case: Los Angeles World Airports Van Nuys Noisier Aircraft Phaseout Project. One case: Keswick Street Vacation. One case: Securitech contract. One case: Delta Fire contract.
- 2) Significant Exposure to Litigation (California Government Code Section 54956.9(b)): five potential cases. Facts and Circumstances: Notice of Violation from South Coast Air Quality Management District (No. P 54104); Stephanian Claim; La Barre Claim; Honeywell Monitoring Well Request; Environmental Protection Agency Second Interim Record of Decision for North Hollywood Operable Unit

c. Conference with Real Property Negotiators  
(California Government Code Section 54956.8)

- 1) Property: Bob Hope Airport Leaseholds  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Alamo Rent-A-Car; Avis Rent A Car; Budget Rent A Car; Enterprise Rent-A-Car; Hertz Rent-A-Car; and National Car Rental  
 Under Negotiation: Price and Terms of Payment
- 2) Property: Bob Hope Airport Leaseholds  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Federal Express; Million Air  
 Under Negotiation: Price and Terms of Payment
- 3) Property: Bob Hope Airport Leasehold  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Paradies Shops, Inc.  
 Under Negotiation: Price and Terms of Payment
- 4) Property: B-6 Property  
 Authority Negotiator: Executive Director  
 Negotiating Parties: City of Burbank; City of Glendale; State of California  
 Under Negotiation: Price and Terms of Payment
- 5) Property: APN Number 2466-16-1993  
 Authority Negotiator: Executive Director  
 Negotiating Parties: Union Pacific  
 Under Negotiation: Price and Terms of Payment

d. Threat to Public Services or Facilities  
(California Government Code Section 54957(a))

1) Consultation with Director of Public Safety

e. Public Employee Performance Evaluation  
(California Government Code Section 54957 (b))

1) Title: Executive Director

2) Title: Senior Deputy Executive Director

3) Title: Chief of Police

f. Conference with Labor Negotiators  
(California Government Code Section 54957.6(a))

1) Authority Representative: Executive Director  
Unrepresented Employee: Chief of Police

11. Adjournment