



# Weekly Management Report

## February 14, 2020

### 1. **Notice**

Cancellation of Regular Meeting on February 17, 2020  
and Notice of Special Meeting of the Burbank-Glendale-  
Pasadena Airport Authority on Tuesday,  
February 18, 2020  
**Burbank-Glendale-Pasadena Airport Authority**

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CITY OF BURBANK  
CITY CLERK  
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February 13, 2020

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

The Airport Authority administrative offices will be closed on Monday, February 17, 2020, in observance of President's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 17, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, February 18, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

xBURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
Special Meeting of Tuesday, February 18, 2020  
9:00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission'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 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 Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five 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 Commission 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.*

## AGENDA

Tuesday, February 18, 2020

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) January 21, 2020 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) January 21, 2020 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee  
(i) January 21, 2020 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) February 3, 2020 **[See page 8]**
  - c. Consent to Assignment – Aviation Hangar Lease **[See page 14]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Agreements with Burbank Transportation Management Organization and Steer Davies & Gleave, Inc. **[See page 19]**
  - b. Professional Services Agreement with Triffiletti Consulting Inc. **[See page 37]**
  - c. Approval of Amendment No. 3 to Noise and Flight Track Monitoring System Extended Maintenance and Support Agreement for an Upgrade to Wireless Noise Monitoring Terminal Communication Technology **[See page 46]**

- d. Award of Professional Services Agreement for Organizational Governance Structure Study **[See page 55]**
- e. Award of Professional Services Agreement Replacement Airfield Lighting Vault Design **[See page 73]**
- f. Exercise of Second Extension Option: Fleet Maintenance Services Agreement – Keolis Transit Services, LLC **[See page 77]**
- g. Authorization of Task Order to AECOM for Program Management Information System **[See page 79]**
- h. Presentation of FY 2019 Audited Financial Statements and Analysis of Financial Results **[See page 85]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Community Noise Concerns **[See page 92]**
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. Status of REAL ID Documentation **[See page 93]**
- 9. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project
  - b. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank Miller, Executive Director  
Edward Skvarna, Chief of Police/Director of Public Safety  
Employee Organization: Burbank Airport Police Officers Association
  - c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Executive Director
- 10. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 11. ADJOURNMENT

## COMMISSION NEWSLETTER

Tuesday, February 18, 2020

*[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 Operations and Development Committee special meeting of January 21, 2020; approved minutes of the Finance and Development Committee special meeting of January 21, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of January 21, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the February 3, 2020, Commission meeting are attached for the Commission's review and approval.
- c. **CONSENT TO ASSIGNMENT – AVIATION HANGAR LEASE.** A staff report is included in the agenda packet. Pursuant to AT&T Services, Inc.'s ("AT&T") completion of acquisition of GTC Management Services, Inc. ("GTC") on June 14, 2018. GTC desires to assign its Aviation Hangar Lease to AT&T. At the February 3, 2020, meeting of the Finance and Administration Committee, the Committee voted (2-0, 1 absent) to recommend that the Commission authorize consent of the proposed assignment.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. **AGREEMENTS WITH BURBANK TRANSPORTATION MANAGEMENT ORGANIZATION AND STEER DAVIES & GLEAVE, INC.** A staff report is included in the agenda packet. At the February 3, 2020, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted (2-0, 1 absent), to recommend that the Commission authorize 1) a membership agreement with the Burbank Transportation Management Organization ("BTMO") and 2) a new professional services agreement with Steer Davies & Gleave, Inc., which is the contract management service provider for the BTMO.
- b. **PROFESSIONAL SERVICES AGREEMENT WITH TRIFFILETTI CONSULTING INC.** A staff report is included in the agenda packet. At the February 3, 2020, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted (2-0, 1 absent) to recommend that the Commission authorize a professional services agreement ("PSA") with Trifiletti Consulting Inc. ("Trifiletti") for additional Airport Environmental Consulting/Advisory Services and Project Advisory Services with an approved budget of \$55,000 to cover the continued services of

Trifiletti as well sub-contracted services provided to Trifiletti by CDM Smith. The services to be provided include the necessary technical support associated with the implementation of the Airport's Air Quality Improvement Plan.

- c. APPROVAL OF AMENDMENT NO. 3 TO NOISE AND FLIGHT TRACK MONITORING SYSTEM EXTENDED MAINTENANCE AND SUPPORT AGREEMENT FOR AN UPGRADE TO WIRELESS NOISE MONITORING TERMINAL COMMUNICATION TECHNOLOGY. A staff report is included in the agenda packet. At its meeting on February 3, 2020, the Legal, Government and Environmental Affairs Committee voted (2-0, 1 absent) to recommend that the Commission approve Amendment No. 3 ("Amendment") to the Noise and Flight Track Monitoring System Extended Maintenance and Support Agreement with EMS Bruel & Kjaer Inc. The proposed Amendment upgrades the noise monitoring terminal communication technology from a wired network to a wireless network and adds support and cellular services.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR ORGANIZATIONAL GOVERNANCE STRUCTURE STUDY. At its February 3, 2020, meeting, the Legal, Government and Environmental Affairs Committee voted unanimously (2-0, 1 absent) to recommend that the Commission award a Professional Services Agreement ("PSA") to ADK Consulting, Inc., for an organizational governance structure study. The proposed PSA will have a not-to-exceed amount of \$43,000.
- e. AWARD OF PROFESSIONAL SERVICES AGREEMENT - REPLACEMENT AIRFIELD LIGHTING VAULT DESIGN. A staff report is included in the agenda packet. At the February 3, 2020, meeting of the Operations and Development Committee, the Committee voted unanimously (3-0) to recommend that the Commission: (i) award a Professional Services Agreement for engineering design and construction administration services of a replacement airfield lighting vault in the amount of \$571,498 to Lean Technology Corporation dba Lean Engineering; (ii) authorize a project budget for design management services for a not-to-exceed amount of \$50,000; and (iii) authorize a project aggregate contingency of \$80,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.
- f. EXERCISE OF SECOND EXTENSION OPTION: FLEET MAINTENANCE SERVICES AGREEMENT – KEOLIS TRANSIT SERVICES, LLC. A staff report is included in the agenda packet. At the February 3, 2020, Operations and Development Committee meeting, the Committee voted unanimously (3-0) to recommend that the Commission exercise the second of two one-year extension options for the Fleet Maintenance Services Agreement between the Authority and Keolis Transit Services, LLC.
- g. AUTHORIZATION OF TASK ORDER TO AECOM FOR PROGRAM MANAGEMENT INFORMATION SYSTEM. A staff report is included in the agenda packet. Based on the recommendation of the Replacement Passenger Terminal ("RPT") Ad Hoc Committee at its January 23, 2020 meeting, Staff seeks the Commission's authorization of Task Order 5 in the amount of \$428,500 for the procurement and implementation of a Program Management Information System Software platform. The Task Order will authorize scope under the Professional Services Agreement with



AECOM for program management services associated with the RPT project, approved at the November 4, 2019, Commission meeting.

- h. PRESENTATION OF FY 2019 AUDITED FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS. A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP ("MGO"), has completed its audit of the Authority's fiscal year 2019 financial statements. The audited Basic Financial Statements for the fiscal years ended June 30, 2019 ("FY 2019") and 2018, Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Report, Customer Facility Charge Audit Report, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture and the Auditor's Required Communications to the Authority regarding the FY 2019 audits were presented to the Finance and Administration Committee ("Committee") on February 3, 2020. At its meeting, the Committee voted (2-0, 1 absent) to recommend that the Commission note and file these reports.

7. ITEMS FOR COMMISSION DISCUSSION

- a. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. The sixth meeting of the Task Force will be held on Wednesday, February 19, 2020, at 6:30 p.m. at the Los Angeles Burbank Marriott Hotel.

8. ITEMS FOR COMMISSION INFORMATION

- a. STATUS OF REAL ID DOCUMENTATION. No staff report attached. Staff will update the Commission on the status of REAL ID documentation and the deadline to have this type of documentation for travel.