

## COMMISSION NEWSLETTER

March 18, 2004

### [Regarding agenda items]

4. a. OPERATIONS & DEVELOPMENT COMMITTEE – MARCH 1, 2004 – The draft minutes of this meeting are contained in the agenda packet.
- b. FINANCE & ADMINISTRATION COMMITTEE – MARCH 2, 2004 – The draft minutes of this meeting are contained in the agenda packet.
- c. LEGAL, GOVERNMENT & ENVIRONMENTAL AFFAIRS COMMITTEE – MARCH 3, 2004 – The draft minutes of this meeting are contained in the agenda packet.
5. a. MINUTES – MARCH 1, 2004 – The draft minutes for this meeting are presented for Commission review.
- b. AWARD OF CONTRACT ON BID SCHEDULE 2004-3, AIRFIELD ELECTRICAL UPGRADES – A staff report is attached. This project replaces all runway and taxiway edge-light fixtures, their transformers and cabling, and provides spares. The project is included in the amended FY 2003–2004 budget. Bids were opened and analyzed on January 29, 2004; the low bidder is Nova Electric, an airport electrical projects firm with recently completed projects at George Bush International Airport, Page Municipal Airport in Arizona, Montgomery Field Airport in San Diego, Fresno Yosemite International and Nellis AFB. Nova's bid is in the amount of \$459,503 with a contingency amount of 10%, or \$46,000. At the March 1, 2004, meeting of the Operations & Development Committee, the Committee voted unanimously (3–0) to recommend to the full Authority that it award a contract to Nova Electric under the terms outlined in the staff report.
- c. AWARD OF JANITORIAL SERVICES AGREEMENT – A staff report is attached. The Airport Authority has had a month-to-month contract with Union Building Maintenance for janitorial services since September 1995. With the opening of the East Concourse expansion phase of the Terminal Security Enhancement Project, 40,000 gross sq. ft. of additional areas were added, with 27,559 sq. ft. of that area requiring janitorial service. As part of its ongoing review of vendor contracts, Staff solicited competitive bids for the janitorial services agreement. A revised scope of work, reflective of the current space configuration, was developed; the revised agreement covers general janitorial services, regular restroom and carpet cleaning, sidewalk and awning cleaning and special circumstances. The new agreement also requires permanent on-site management and shift supervision. The terms of the proposed three-year agreement are outlined in the attached staff report. Staff received 16 responses to its RFP, 7 of which were found to be non-responsive to the terms of the RFP and were rejected. As the result of a rating process, Staff selected three candidates for interview. Based on the interviews and the proposals submitted, Staff recommended that the Operations & Development Committee recommend to the full Authority award of a janitorial services agreement to World Service West for a monthly fee of \$53,228. At the March 1, 2004, meeting of the Operations & Development Committee, the Committee voted unanimously (3–0) to recommend to the full Authority that it approve a contract with World Service West for a monthly fee of \$53,228, subject to the addition of a provision in the contract regarding a consumable supplies inventory control system. A copy of the proposed contract including Addendum A, which addresses the consumable supplies issue, is attached to the staff report.

- d. **FIRST AMENDMENT TO NON-EXCLUSIVE AUTOMOBILE RENTAL LEASE AND CONCESSION AGREEMENT** – A staff report is attached. The proposed amendment, which is revenue-neutral, transfers responsibility for the “tiger teeth” exit security devices located at the north and south entrances of the ready return lot from the Airport Authority to the four on-airport car rental companies with whom the Authority has contracts. All four car rental companies have responded unanimously in favor of assuming full responsibility for the security devices and each rental car company has executed the proposed amendment (copies of the signed amendments are included with the staff report). At the March 2, 2004, meeting of the Finance & Administration Committee, the Committee voted unanimously (3–0) to recommend to the full Authority approval of the proposed amendment.
  - e. **REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES** – A staff report is attached. In accordance with the Airport Authority’s Resolution No. 382, Staff has reviewed noise violation fines issued in 2003. Applying the Consumer Price Index to current fines, as outlined in the staff report, fines for violations of Rules 8 and 9 would be increased as follows commencing April 1, 2004: First violation of Rule 8, \$1,120; subsequent violations of Rule 8, \$1,527; and violations of Rule 9, \$3,258. At the March 3, 2004, meeting of the Legal, Government & Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend approval by the full Authority of the proposed increased fines for violations of Rules 8 and 9 effective April 1, 2004.
  - f. **WORK ORDER 2A TO LANDRUM & BROWN PART 161 PROFESSIONAL SERVICES AGREEMENT – COMMUNITY OUTREACH AND COMMUNICATIONS COMPONENT** – A staff report is attached. As the Part 161 Study approaches the final selection of the proposed noise restriction to be submitted to the FAA, three key projects have been identified by Landrum & Brown’s sub-consultant, Cooper Communications, as outlined in the staff report. The proposed projects are included in the current FY 2003–2004 budget of \$1,300,000. Adoption of Work Order 2A increases the total authorization under Phase 2 of the Part 161 Study from \$1,646,090 to \$1,693,590, with the expenses incurred partially in the current fiscal year and partially in FY 2005. A portion of the consultant’s fee would be retained until the completion of the work product, and the project would be phased to give priority to completion of the web site and newsletter. At the March 3, 2004, meeting of the Legal, Government & Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend that the full Authority approve Work Order 2A in the amount of \$47,500.
6. a. **AIRLINE SCHEDULE ANALYSIS** – Included in the agenda packet is a schedule analysis reflecting equipment and operation changes for Federal Express and the effect of the changes in the 65 db CNEL impact area.
- b. **CORRESPONDENCE**
- 1) Letter Dated March 4, 2004, from Mayor Stacey Murphy, City of Burbank, to Dios Marrero, Executive Director, Burbank-Glendale-Pasadena Airport Authority (with attachments)
- c. **NEW FIRE TRUCK CEREMONY** – No staff report is attached. A ceremony was held on Friday, March 5, 2004, at the Burbank-Glendale-Pasadena Airport Authority Fire Department to celebrate the arrival of the Department’s newest Oshkosh aircraft rescue firefighting vehicle. Photos of the ceremony will be presented.