



May 10, 2022

CALL AND NOTICE OF A SPECIAL MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Finance and Administration Committee will be held Thursday, May 12, 2022, at 11:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Thursday, May 12, 2022
11:00 a.m

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee'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.

When in-person attendance or participation at meetings of the Committee is allowed, members of the public are requested to observe the following rules of decorum:

- *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 Committee 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 Committee's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*

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The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee 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.

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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

Thursday, May 12, 2022

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Item for Discussion
 - a. Proposed Fiscal Year 2022/2023 ("FY 2023") Budget

No staff report is attached. Staff will continue to review with the Committee the proposed FY 2023 Budget focusing on the proposed Operations and Maintenance ("O&M") expenditures.

5. Adjournment

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

PROPOSED FY 2022/2023

BUDGET AND BUDGET OVERVIEW



Hollywood
Burbank
Airport

DRAFT DATE: MAY 12, 2022

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2022/2023 ("FY 2023") BUDGET
SUMMARY

Draft: May 12, 2022

SOURCES OF FUNDS: SUMMARY

	Proposed Budget FY 2023	Adopted Budget FY 2022	\$ Change	% Change
Rentals	\$ 17,775,000	\$ 16,250,000	\$ 1,525,000	9.38%
Parking	23,750,000	10,735,000	13,015,000	121.24%
Concessions	11,375,000	4,500,000	6,875,000	152.78%
Landing Fees	3,900,000	2,550,000	1,350,000	52.94%
Investment Income	3,550,000	2,300,000	1,250,000	54.35%
Ground Transportation	2,040,000	1,090,000	950,000	87.16%
Other Revenues	1,580,000	600,000	980,000	163.33%
Total Operating Revenues	63,970,000	38,025,000	25,945,000	68.23%
PFC Revenues / Reserves	4,504,040	6,766,150	(2,262,110)	-33.43%
Airport Improvement Program Grants	3,545,960	924,056	2,621,904	283.74%
CFC Fees: 2012 Bond Issue	4,000,000	2,300,000	1,700,000	73.91%
Facility Rent - RAC	1,030,962	1,030,962	-	0.00%
Total Nonoperating Revenues	13,080,962	11,021,168	2,059,794	18.69%
Total Operating & Nonoperating Revenues	77,050,962	49,046,168	28,004,794	57.10%
Federal Relief Grant Funds				
Bond P & I (2012 Issue)	804,930	2,503,994	(1,699,064)	-67.85%
Bond P & I (2015 Issue)	3,817,862	4,561,500	(743,638)	-16.30%
Concession Relief	-	2,500,000	(2,500,000)	-100.00%
Personnel Costs	-	7,779,373	(7,779,373)	-100.00%
Total Federal Relief Grant Funds	4,622,792	17,344,867	(12,722,075)	-73.35%
Total Revenues & Federal Relief Grant Funds	81,673,754	66,391,035	15,282,719	23.02%
Airport Reserves / Interim Financing (Note 1)	34,225,000	-	34,225,000	N/A
Total	\$ 115,898,754	\$ 66,391,035	\$ 49,507,719	74.57%

USES OF FUNDS: SUMMARY

	Proposed Budget FY 2023	Adopted Budget FY 2022	\$ Change	% Change
Bond P & I (2012 Issue)	\$ 5,835,892	\$ 5,834,956	\$ 936	0.02%
Bond P & I (2015 Issue)	4,564,500	4,561,500	3,000	0.07%
Subtotal Debt Service	10,400,392	10,396,456	3,936	0.04%
Operations and Maintenance	55,415,900	45,775,550	9,640,350	21.06%
Total Operating Expenses	65,816,292	56,172,006	9,644,286	17.17%
Facility Improvement Program				
Noise Mitigation	1,000,000	125,000	875,000	700.00%
Other Improvements	10,690,000	8,668,850	2,021,150	23.32%
Replacement Passenger Terminal Program	34,225,000	275,000	33,950,000	12345.45%
Total Facility Improvement Program	45,915,000	9,068,850	36,846,150	406.29%
Parking Tax	2,544,643	1,150,179	1,394,464	121.24%
Total Operating & Nonoperating Expenses	114,275,935	66,391,035	47,884,900	72.13%
Additional O & M Reserve Requirement	1,622,819	-	1,622,819	N/A
Total	\$ 115,898,754	\$ 66,391,035	\$ 49,507,719	74.57%

Note 1: Programmed use of Airport Reserves is limited to the estimated FY 2023 capital outlay for the Replacement Passenger Terminal (RPT) project, pending reimbursement through interim financing.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2022/2023 ("FY 2023") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES

Draft: May 12, 2022

ACCT #	DESCRIPTION	PROPOSED BUDGET FY 2023	ADOPTED BUDGET FY 2022	\$ AMOUNT CHANGE	% CHANGE
8000	Regular Wages	\$ 3,453,000	\$ 3,345,000	\$ 108,000	3.23%
8012	Overtime Wages	360,000	350,000	10,000	2.86%
8100	Sick Leave	279,000	271,000	8,000	2.95%
8102	Vacation	285,000	284,000	1,000	0.35%
8103	Payroll Taxes	378,000	368,000	10,000	2.72%
8104	Workers' Compensation Insurance	685,000	632,000	53,000	8.39%
8105	Group Insurance	581,000	493,000	88,000	17.85%
8107	Retiree Medical Trust	48,000	50,400	(2,400)	-4.76%
8109	Holiday	238,000	235,000	3,000	1.28%
8110	Employee Retirement Plan	543,000	482,000	61,000	12.66%
8111	Employee Medical Opt Out	28,800	34,200	(5,400)	-15.79%
8115	FSA Admin.	900	900	-	0.00%
8120	Certification Pay	217,000	220,000	(3,000)	-1.36%
8125	Training Pay	12,000	12,600	(600)	-4.76%
8200	Office Supplies	70,000	65,000	5,000	7.69%
8202	Periodicals, Maps and Pamphlets	7,900	3,200	4,700	146.88%
8204	Printing and Binding	13,350	14,900	(1,550)	-10.40%
8206	Special Office / Other Supplies	110,940	90,000	20,940	23.27%
8208	Postage	14,000	14,000	-	0.00%
8210	Office / Noise Equipment Service	191,550	170,250	21,300	12.51%
8212	Copy Machine Lease	26,600	26,600	-	0.00%
8214	Office Equipment Rent	700	700	-	0.00%
8216	Photographic Expense	250	1,250	(1,000)	-80.00%
8252	Recruitment Expense	20,000	20,000	-	0.00%
8254	Membership Dues	165,470	161,000	4,470	2.78%
8256	Uniform Expense	149,840	130,000	19,840	15.26%
8258	Commission Meeting	175,000	175,000	-	0.00%
8260	Conference Meeting	108,800	65,000	43,800	67.38%
8261	Training Expense	347,050	290,000	57,050	19.67%
8302	Fuel, Oil and Lubricants	400,000	150,000	250,000	166.67%
8303	Low Value Communications Equipment	2,000	3,400	(1,400)	-41.18%
8304	Low Value Machinery / Equipment	21,250	11,500	9,750	84.78%
8305	Low Value Furniture / Fixtures	12,000	10,000	2,000	20.00%
8306	Vehicle Repair / Maintenance Supplies	50,000	60,000	(10,000)	-16.67%
8308	General Repair / Maintenance	150,000	150,000	-	0.00%
8316	Shop Supplies	66,000	60,000	6,000	10.00%
8318	Electrical Supplies	160,250	150,000	10,250	6.83%
8320	Plumbing, Heating and Air Conditioning	190,000	129,500	60,500	46.72%
8322	Building / Construction Supplies	75,000	75,000	-	0.00%
8324	Telephone Expense	320,000	320,000	-	0.00%
8326	Communications Maintenance	58,600	53,200	5,400	10.15%
8332	Industrial Chemical Supplies	14,500	14,500	-	0.00%

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2022/2023 ("FY 2023") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES

Draft: May 12, 2022

ACCT #	DESCRIPTION	PROPOSED BUDGET FY 2023	ADOPTED BUDGET FY 2022	\$ AMOUNT CHANGE	% CHANGE
8334	Operating / Maintenance Equipment Lease	\$ 91,300	\$ 56,000	\$ 35,300	63.04%
8336	Utility – Gas	55,000	40,000	15,000	37.50%
8338	Utility – Electric	1,600,000	1,540,000	60,000	3.90%
8340	Utility – Water	430,000	400,000	30,000	7.50%
8341	Sign Repair and Maintenance	110,000	110,000	-	0.00%
8342	Landscaping Expense	258,000	205,500	52,500	25.55%
8344	Paint Expense	167,500	167,500	-	0.00%
8604	ARFF Services	3,818,000	3,640,000	178,000	4.89%
8606	Tenant Janitorial Services	937,500	774,700	162,800	21.01%
8607	Janitorial Services	1,294,750	1,070,500	224,250	20.95%
8608	Refuse Collection	185,000	185,000	-	0.00%
8610	Contractual Building	190,000	190,000	-	0.00%
8612	Contractual Systems	1,438,500	1,548,800	(110,300)	-7.12%
8620	Contractual Vehicle Maintenance	385,400	385,400	-	0.00%
8622	Other Contracted O & M Costs	1,052,100	949,900	102,200	10.76%
8625	Contractual Parking Ops. (Self-Park / Valet)	5,693,200	4,020,000	1,673,200	41.62%
8626	Contractual Transportation Services	3,000,000	65,000	2,935,000	4515.38%
8702	Noise Consultants	87,000	87,000	-	0.00%
8704	Legal Services	1,200,000	650,000	550,000	84.62%
8706	Audit Services	140,000	140,000	-	0.00%
8708	Professional Management Services	16,035,000	15,050,000	985,000	6.54%
8709	Engineering Services	85,000	85,000	-	0.00%
8710	Financial Services	860,000	555,000	305,000	54.95%
8711	Other Professional Services	2,376,300	1,450,000	926,300	63.88%
8715	Environmental Services	202,000	100,000	102,000	102.00%
8804	Bad Debt Expense	4,000	4,000	-	0.00%
8816	Insurance	1,690,000	1,732,600	(42,600)	-2.46%
8818	Public Relations / Advertising	104,500	73,500	31,000	42.18%
8819	Air Service Retention and Development	630,000	435,000	195,000	44.83%
8822	Licenses, Permits and Fees	341,600	284,550	57,050	20.05%
8825	Uninsured Loss	10,000	10,000	-	0.00%

TOTAL O & M EXPENDITURES	\$ 54,501,400	\$ 45,197,050	\$ 9,304,350	20.59%
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O & M EQUIPMENT AND PROJECTS

9010	Vehicles / Equipment	\$ 524,000	\$ 315,000	\$ 209,000	66.35%
9022	Other Machinery / Equipment	296,000	170,000	126,000	74.12%
9026	Office Equipment / Systems	94,500	93,500	1,000	1.07%

TOTAL O & M EQUIPMENT / PROJECTS	\$ 914,500	\$ 578,500	\$ 336,000	58.08%
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TOTAL OPERATIONS AND MAINTENANCE	\$ 55,415,900	\$ 45,775,550	\$ 9,640,350	21.06%
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2022/2023 ("FY 2023") BUDGET
FACILITY IMPROVEMENT (CAPITAL) PROGRAM**

Draft: May 12, 2022

PROJECT DESCRIPTION	Cost	Funded By PFC Revenues	Funded By AIP Grant	Funded By Airport Reserves/ Interim Financing	Funded By Airport Share
BUILDING IMPROVEMENTS					
1) Minor Building Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
TOTAL BUILDING IMPROVEMENTS	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
IT / COMMUNICATIONS / SECURITY					
2) Communications Center Equipment Replacement	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000
3) IT Network Infrastructure Equipment Replacement	350,000	-	-	-	350,000
4) DVSS Hardware Replacement / Upgrades	225,000	-	-	-	225,000
5) Parking Lot Revenue Control Equipment Upgrades	210,000	-	-	-	210,000
TOTAL IT / COMMUNICATIONS / SECURITY	\$ 1,335,000	\$ -	\$ -	\$ -	\$ 1,335,000
EQUIPMENT					
6) ARFF Rescue Vehicle Replacement (Rescue #17)	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
7) HVAC Replacements	175,000	-	-	-	175,000
8) Airfield Maintenance Equipment (Mower)	160,000	-	-	-	160,000
9) ARFF Truck Replacement (bid and award process)	15,000	-	-	-	15,000
TOTAL EQUIPMENT	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000
RUNWAY / TAXIWAY / ROADWAY PROJECTS					
10) Airfield Lighting Vault Replacement - Construction	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ -
11) Taxiway C Pavement Rehabilitation - Construction	3,400,000	659,940	2,740,060	-	-
12) Runway 8 PAPI Relocation	455,000	455,000	-	-	-
13) Runway/Taxiway Shoulder Rehabilitation - Design	500,000	-	-	-	500,000
14) Landside Roadway and Pavement Construction	325,000	-	-	-	325,000
15) Parking Lot Improvements	575,000	-	-	-	575,000
16) Electric Vehicle (EV) Charging Infrastructure	100,000	-	-	-	100,000
TOTAL RUNWAY / TAXIWAY / ROADWAY PROJECTS	\$ 8,355,000	\$ 4,114,940	\$ 2,740,060	\$ -	\$ 1,500,000
NOISE MITIGATION					
17) Part 150 Update	\$ 1,000,000	\$ 194,100	\$ 805,900	\$ -	\$ -
TOTAL NOISE MITIGATION	\$ 1,000,000	\$ 194,100	\$ 805,900	\$ -	\$ -
SUBTOTAL	\$ 11,690,000	\$ 4,309,040	\$ 3,545,960	\$ -	\$ 3,835,000
REPLACEMENT PASSENGER TERMINAL PROGRAM					
18) Replacement Passenger Terminal Project (multi-year)	\$ 34,225,000	\$ -	\$ -	\$ 34,225,000	\$ -
TOTAL FACILITY IMPROVEMENT PROGRAM	\$ 45,915,000	\$ 4,309,040	\$ 3,545,960	\$ 34,225,000	\$ 3,835,000

Notes:

- Appropriations in the amount of \$250K have been included to address small projects.
- Communications Equipment Replacement: (\$350K Console Replacement; \$200K Crash Phone Replacement)
- IT Infrastructure Equipment: (\$350K Core Switch / Blade Server Replacement).
- Digital Video Surveillance System - DVSS (Installation of new and replacement equipment \$225K).
- Parking Lot Revenue Control Equipment - \$210K (Software / Hardware / LPR Camera Upgrades).
- ARFF Rescue Vehicle Replacement for Unit #17 due to vehicle age (\$400K).
- HVAC Replacements (\$105K Compressors Building 9, \$70K Maintenance).
- Airfield Maintenance Equipment - Replacement mower due to age of existing equipment (\$160K).
- ARFF Truck Replacement - \$15K provides for bidding and award of contract pending receipt of FAA AIP Grant. Balance of acquisition cost to be programmed into FY 2024 due to anticipated long lead time for delivery.
- Airfield Lighting Vault Replacement - Construction commenced in FY 2022 - \$3 million programmed in FY 2023 for project completion.
- Taxiway C Pavement Rehabilitation - Design completed in FY 2022. Pending AIP Grant, \$3 million programmed in FY 2023.
- Relocation of the Runway 8 Precision Approach Pathway Indicators (PAPI) per airline request. This runway approach navigational equipment project commenced in FY 2022 - \$455K is programmed into FY 2023 for project completion.
- Rwy / Twy / Shoulder Rehabilitation - \$500K in design costs programmed in FY 2023. Construction in future years pending AIP Grants.
- Landside Roadway and Pavement Construction - \$325K to address pavement areas that have degraded.
- Parking Lot Improvements to the A-1 Parcel area to improve passenger convenience and ingress / egress efficiency (\$575K).
- Electric Vehicle (EV) Charging Infrastructure - \$100K to commence project including planning, site evaluations and drawings.
- Part 150 Update pending receipt of AIP Grant (\$1 million).
- Replacement Passenger Terminal - \$33.2 million programmed as estimated FY 2023 costs for PM and DB; \$1 million as estimated technical / financial support consultant costs. The total estimated amount of \$34.2 million initially funded with Airport Reserves to be reimbursed through future Interim Financing.