



May 22, 2023

REVISED

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 previously noticed to be held on Wednesday, May 24, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, will now be held Wednesday, May 24, 2023, at 9:00 a.m. in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (701) 802-5334

Access Code: 2451017#

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

SPECIAL MEETING
OF THE
FINANCE AND ADMINISTRATION COMMITTEE

Airport Skyroom
Wednesday, May 24, 2023
9:00 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 three 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 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.



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

Wednesday, May 24, 2023

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Items for Discussion

- a. Proposed Fiscal Year 2023/2024 ("FY 2024") Annual Budget and Resolution No. 504 of the Burbank-Glendale-Pasadena Airport Authority Adopting the FY 2024 Annual Budget

[See page 1]

Staff report attached. Staff seeks the Finance and Administration Committee ("Committee") recommendation to the Commission to approve the attached Resolution No. 504, and accompanying documents which adopts the proposed FY 2024 budget. Should the Committee make a recommendation for adoption, the proposed FY 2024 Budget will be presented to the Commission at its June 5, 2023, regularly scheduled meeting.

5. Adjournment

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
FINANCE AND ADMINISTRATION COMMITTEE
MAY 24, 2023**

**PROPOSED
FISCAL YEAR 2023/2024 ("FY 2024") ANNUAL BUDGET;
AND
RESOLUTION NO. 504
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTING THE FY 2024 ANNUAL BUDGET**

Presented by Kathy David
Deputy Executive Director
Finance and Administration

SUMMARY

Staff seeks the Finance and Administration Committee ("Committee") recommendation to the Commission to approve the attached Resolution No. 504, and accompanying documents which adopts the proposed Fiscal Year 2023/2024 ("FY 2024") budget. This budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures, and the proposed Facility Improvement (Capital) Program. The budget identifies all proposed funding sources as detailed in the Sources of Funds Summary section of the attached documents.

Enclosed in the agenda packet is a workbook which provides detailed information regarding the FY 2024 financial budget program.

At the May 17, 2023, Airline Airport Affairs Committee meeting, the Airlines that are signatory to the current Airport Use Agreement concurred with the proposed FY 2024 budget.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it consider and approve the proposed Resolution No. 504 which adopts the FY 2024 budget as described in Section 2 of the Resolution and authorize the President of the Authority to execute same.

RESOLUTION NO. 504

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTING THE FISCAL YEAR 2023/2024 ("FY 2024") ANNUAL BUDGET**

THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY DOES
RESOLVE AS FOLLOWS:

SECTION 1. The proposed financial budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, is set forth in that certain document entitled "Burbank-Glendale-Pasadena Airport Authority Adopted FY 2023/2024 ("FY 2024") Budget Summary" and the same is hereby approved and adopted.

SECTION 2. There is hereby appropriated to each account as set forth in the "SOURCES OF FUNDS: SUMMARY," the "USES OF FUNDS: SUMMARY" and accompanying exhibits of the Burbank-Glendale-Pasadena Authority Adopted FY 2023/2024 ("FY 2024") Budget Summary, the sums shown for the categories therein set forth, and the Director, Financial Services, is hereby authorized and empowered to expend such for the purposes of such accounts subject to the review and approval of the Executive Director and/or his/her designee.

SECTION 3. The authorization granted to the Director, Financial Services, in Section 2 of this resolution is hereby made subject to the terms of the Authority's Expenditure policy.

ADOPTED, this ____ day of June 2023.

Emily Gabel-Luddy, President
Burbank-Glendale-Pasadena Airport Authority

Attest:

Frank R. Miller, Assistant Secretary

STATE OF CALIFORNIA)
)ss.
COUNTY OF LOS ANGELES)

I, Frank R. Miller, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commissioners of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the ____ day of June 2023 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Frank R. Miller
Assistant Secretary

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTED FY 2023/2024 ("FY 2024") BUDGET
SUMMARY

SOURCES OF FUNDS: SUMMARY

	Adopted Budget FY 2024	Adopted Budget FY 2023	\$ Change	% Change
Rentals	\$ 18,200,000	\$ 17,775,000	\$ 425,000	2.39%
Parking	27,450,000	23,750,000	3,700,000	15.58%
Concessions	13,285,000	11,375,000	1,910,000	16.79%
Landing Fees	4,250,000	3,900,000	350,000	8.97%
Investment Income	5,450,000	3,550,000	1,900,000	53.52%
Ground Transportation	3,490,000	2,040,000	1,450,000	71.08%
Other Revenues	1,625,000	1,580,000	45,000	2.85%
Total Operating Revenues	73,750,000	63,970,000	9,780,000	15.29%
1) PFC Revenues / Reserves - Non-RPT	5,279,264	4,504,040	775,224	17.21%
1) Airport Improvement Program Grants - Non-RPT	1,657,736	3,545,960	(1,888,224)	-53.25%
CFC Reserves	400,000	-	400,000	N/A
CFC Fees: 2012 Bond Issue	4,600,000	4,000,000	600,000	15.00%
Facility Rent - RAC	1,232,433	1,030,962	201,471	19.54%
Total Nonoperating Revenues	13,169,433	13,080,962	88,471	0.68%
Total Operating & Nonoperating Revenues	86,919,433	77,050,962	9,868,471	12.81%
Federal Relief Grant Funds				
Bond P & I (2012 Issue)	-	804,930	(804,930)	-100.00%
Bond P & I (2015 Issue)	-	3,817,862	(3,817,862)	-100.00%
Total Federal Relief Grant Funds	-	4,622,792	(4,622,792)	-100.00%
Total Revenues & Federal Relief Grant Funds	86,919,433	81,673,754	5,245,679	6.42%
2) Authority Reserves / RPT Financing	157,829,049	34,225,000	123,604,049	361.15%
Total	\$ 244,748,482	\$ 115,898,754	\$ 128,849,728	111.17%

USES OF FUNDS: SUMMARY

	Adopted Budget FY 2024	Adopted Budget FY 2023	\$ Change	% Change
Bond P & I (2012 Issue)	\$ 5,832,433	\$ 5,835,892	\$ (3,459)	-0.06%
Bond P & I (2015 Issue)	4,567,500	4,564,500	3,000	0.07%
Subtotal Debt Service	10,399,933	10,400,392	(459)	0.00%
Operations and Maintenance	61,136,323	55,415,900	5,720,423	10.32%
Total Operating Expenses	71,536,256	65,816,292	5,719,964	8.69%
Facility Improvement Program				
Noise Mitigation	1,000,000	1,000,000	-	0.00%
Other Improvements	9,262,000	10,690,000	(1,428,000)	-13.36%
Replacement Passenger Terminal Project	158,579,049	34,225,000	124,354,049	363.34%
Total Facility Improvement Program	168,841,049	45,915,000	122,926,049	267.73%
Parking Tax	2,941,071	2,544,643	396,428	15.58%
Total Operating & Nonoperating Expenses	243,318,376	114,275,935	129,042,441	112.92%
Additional O & M Reserve Requirement	1,430,106	1,622,819	(192,713)	-11.88%
Total	\$ 244,748,482	\$ 115,898,754	\$ 128,849,728	111.17%

Notes:

1) Represents Passenger Facility Charge (PFC) utilization and Airport Improvement (AIP) grants for projects other than the Replacement Passenger Terminal (RPT).

2) Represents estimated FY 2024 RPT Project expenditures subject to modification as the fiscal year progresses. Initial funding of these expenditures projected with PFC approved application for design fees and initial BIL grants with the balance supported with rollover issues of Commercial Paper (CP) program until construction financing is in place and refunds outstanding CP. Construction financing may include TIFIA, GARBs, BIL, AIP, PFC, and Authority Reserves.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTED FY 2023/2024 ("FY 2024") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES

ACCT #	DESCRIPTION	ADOPTED BUDGET FY 2024	ADOPTED BUDGET FY 2023	\$ AMOUNT CHANGE	% CHANGE
8000	Regular Wages	\$ 3,748,000	\$ 3,453,000	\$ 295,000	8.54%
8012	Overtime Wages	380,000	360,000	20,000	5.56%
8100	Sick Leave	293,000	279,000	14,000	5.02%
8102	Vacation	290,000	285,000	5,000	1.75%
8103	Payroll Taxes	400,000	378,000	22,000	5.82%
8104	Workers' Compensation Insurance	710,000	685,000	25,000	3.65%
8105	Group Insurance	702,000	581,000	121,000	20.83%
8107	Retiree Medical Trust	51,000	48,000	3,000	6.25%
8109	Holiday	255,000	238,000	17,000	7.14%
8110	Employee Retirement Plan	620,000	543,000	77,000	14.18%
8111	Employee Medical Opt Out	28,800	28,800	-	0.00%
8115	FSA Admin.	900	900	-	0.00%
8120	Certification Pay	352,000	217,000	135,000	62.21%
8125	Training Pay	13,000	12,000	1,000	8.33%
8200	Office Supplies	85,000	70,000	15,000	21.43%
8202	Periodicals, Maps and Pamphlets	13,600	7,900	5,700	72.15%
8204	Printing and Binding	14,400	13,350	1,050	7.87%
8206	Special Office / Other Supplies	117,250	110,940	6,310	5.69%
8208	Postage	16,000	14,000	2,000	14.29%
8210	Office / Noise Equipment Service	163,675	191,550	(27,875)	-14.55%
8212	Copy Machine Lease	26,600	26,600	-	0.00%
8214	Office Equipment Rent	700	700	-	0.00%
8216	Photographic Expense	250	250	-	0.00%
8252	Recruitment Expense	30,000	20,000	10,000	50.00%
8254	Membership Dues	169,220	165,470	3,750	2.27%
8256	Uniform Expense	161,000	149,840	11,160	7.45%
8258	Commission Meeting	175,000	175,000	-	0.00%
8260	Conference Meeting	163,800	108,800	55,000	50.55%
8261	Training Expense	462,500	347,050	115,450	33.27%
8302	Fuel, Oil and Lubricants	525,000	400,000	125,000	31.25%
8303	Low Value Communications Equipment	3,500	2,000	1,500	75.00%
8304	Low Value Machinery / Equipment	21,450	21,250	200	0.94%
8305	Low Value Furniture / Fixtures	32,200	12,000	20,200	168.33%
8306	Vehicle Repair / Maintenance Supplies	50,500	50,000	500	1.00%
8308	General Repair / Maintenance	120,000	150,000	(30,000)	-20.00%
8316	Shop Supplies	61,000	66,000	(5,000)	-7.58%
8318	Electrical Supplies	181,000	160,250	20,750	12.95%
8320	Plumbing, Heating and Air Conditioning	190,000	190,000	-	0.00%
8322	Building / Construction Supplies	75,000	75,000	-	0.00%
8324	Telephone Expense	375,000	320,000	55,000	17.19%
8326	Communications Maintenance	58,600	58,600	-	0.00%
8332	Industrial Chemical Supplies	14,500	14,500	-	0.00%

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTED FY 2023/2024 ("FY 2024") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES

ACCT #	DESCRIPTION	ADOPTED BUDGET FY 2024	ADOPTED BUDGET FY 2023	\$ AMOUNT CHANGE	% CHANGE
8334	Operating / Maintenance Equipment Lease	\$ 67,650	\$ 91,300	\$ (23,650)	-25.90%
8335	Other Leases / Rentals	35,000	-	35,000	N/A
8336	Utility – Gas	90,000	55,000	35,000	63.64%
8338	Utility – Electric	1,800,000	1,600,000	200,000	12.50%
8340	Utility – Water	490,000	430,000	60,000	13.95%
8341	Sign Repair and Maintenance	115,100	110,000	5,100	4.64%
8342	Landscaping Expense	270,000	258,000	12,000	4.65%
8344	Paint Expense	167,500	167,500	-	0.00%
8604	ARFF Services	3,818,000	3,818,000	-	0.00%
8606	Tenant Janitorial Services	1,111,750	937,500	174,250	18.59%
8607	Janitorial Services	1,535,250	1,294,750	240,500	18.58%
8608	Refuse Collection	185,000	185,000	-	0.00%
8610	Contractual Building	297,000	190,000	107,000	56.32%
8612	Contractual Systems	1,710,500	1,438,500	272,000	18.91%
8620	Contractual Vehicle Maintenance	385,400	385,400	-	0.00%
8622	Other Contracted O & M Costs	1,094,978	1,052,100	42,878	4.08%
8625	Contractual Parking Ops. (Self-Park / Valet)	5,693,200	5,693,200	-	0.00%
8626	Contractual Transportation Services	3,000,000	3,000,000	-	0.00%
8702	Noise Consultants	87,000	87,000	-	0.00%
8704	Legal Services	1,200,000	1,200,000	-	0.00%
8706	Audit Services	140,000	140,000	-	0.00%
8708	Professional Management Services	17,450,000	16,035,000	1,415,000	8.82%
8709	Engineering Services	210,000	85,000	125,000	147.06%
8710	Financial Services	1,158,000	860,000	298,000	34.65%
8711	Other Professional Services	3,153,400	2,376,300	777,100	32.70%
8715	Environmental Services	242,000	202,000	40,000	19.80%
8804	Bad Debt Expense	4,000	4,000	-	0.00%
8816	Insurance	1,865,000	1,690,000	175,000	10.36%
8818	Public Relations / Advertising	110,500	104,500	6,000	5.74%
8819	Air Service Retention and Development	910,000	630,000	280,000	44.44%
8822	Licenses, Permits and Fees	362,650	341,600	21,050	6.16%
8825	Uninsured Loss	10,000	10,000	-	0.00%

TOTAL O & M EXPENDITURES	\$ 59,919,323	\$ 54,501,400	\$ 5,417,923	9.94%
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O & M EQUIPMENT AND PROJECTS

9010	Vehicles / Equipment	\$ 734,000	\$ 524,000	\$ 210,000	40.08%
9022	Other Machinery / Equipment	398,000	296,000	102,000	34.46%
9026	Office Equipment / Systems	85,000	94,500	(9,500)	-10.05%

TOTAL O & M EQUIPMENT / PROJECTS	\$ 1,217,000	\$ 914,500	\$ 302,500	33.08%
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TOTAL OPERATIONS AND MAINTENANCE	\$ 61,136,323	\$ 55,415,900	\$ 5,720,423	10.32%
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
ADOPTED FY 2023/2024 ("FY 2024") BUDGET
FACILITY IMPROVEMENT (CAPITAL) PROGRAM**

PROJECT DESCRIPTION		COST	FUNDED BY				
			NON-RPT PFC REVENUES	NON-RPT AIP GRANTS	CFC RESERVES	RPT: PLAN OF FINANCE ¹⁶	AIRPORT SHARE
BUILDING IMPROVEMENTS							
1)	Minor Building Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
2)	RITC Art in Public Places	400,000	-	-	400,000	-	-
3)	Bldg. 36 Security / Ramp Access Doors Replacement	135,000	-	-	-	-	135,000
TOTAL BUILDING IMPROVEMENTS		\$ 785,000	\$ -	\$ -	\$ 400,000	\$ -	\$ 385,000
IT / COMMUNICATIONS / SECURITY							
4)	Communications Center Equip. (carryover)	\$ 725,000	\$ -	\$ -	\$ -	\$ -	725,000
5)	Mobile Police Firearms Training Range	425,000	-	-	-	-	425,000
6)	DVSS Hardware Replacement / Upgrades	200,000	-	-	-	-	200,000
TOTAL IT / COMMUNICATIONS / SECURITY		\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
EQUIPMENT							
7)	ARFF Truck Replacement	\$ 1,132,000	\$ 205,164	\$ 851,836	\$ -	\$ -	75,000
8)	Airfield Maint. Equipment: Tractor Mower (carryover)	200,000	-	-	-	-	200,000
9)	Parking Revenue Control Equipment	135,000	-	-	-	-	135,000
TOTAL EQUIPMENT		\$ 1,467,000	\$ 205,164	\$ 851,836	\$ -	\$ -	\$ 410,000
RUNWAY / TAXIWAY / ROADWAY PROJECTS							
10)	Runway 8 PAPI Relocation (completion)	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	-
11)	Runway / Taxiway Shoulder Rehabilitation	4,510,000	4,410,000	-	-	-	100,000
12)	Landside Roadway Pavement Rehabilitation	400,000	-	-	-	-	400,000
13)	Parking Lot F Development (carryover)	175,000	-	-	-	-	175,000
14)	Preliminary Study - Parking Lot D Improvements	300,000	-	-	-	-	300,000
TOTAL RUNWAY / TAXIWAY / ROADWAY PROJECTS		\$ 5,660,000	\$ 4,685,000	\$ -	\$ -	\$ -	\$ 975,000
NOISE MITIGATION							
15)	Part 150 Update (multi-year)	\$ 1,000,000	\$ 194,100	\$ 805,900	\$ -	\$ -	-
TOTAL NOISE MITIGATION		\$ 1,000,000	\$ 194,100	\$ 805,900	\$ -	\$ -	-
SUBTOTAL		\$ 10,262,000	\$ 5,084,264	\$ 1,657,736	\$ 400,000	\$ -	\$ 3,120,000
REPLACEMENT PASSENGER TERMINAL PROJECT							
16)	Replacement Passenger Terminal Project (multi-year)	\$ 158,579,049	\$ -	\$ -	\$ -	\$ 157,079,049	\$ 1,500,000
TOTAL FACILITY IMPROVEMENT PROGRAM		\$ 168,841,049	\$ 5,084,264	\$ 1,657,736	\$ 400,000	\$ 157,079,049	\$ 4,620,000

Notes:

- 1) Appropriations in the amount of \$250K have been included to address small projects.
- 2) Fulfillment of Art in Public Places requirement at the Regional Intermodal Transportation Center (RITC) (\$400K).
- 3) Building 36 Security / Ramp Access Doors Replacement: To replace aging security / ramp access doors (\$135K).
- 4) Communications Equipment Replacement: (\$525K Console Replacement - completion; \$200K Emergency Alert Phone Replacement).
- 5) Mobile Police Firearms Training Range: Allows for on-site completion of required range qualification training (\$425K).
- 6) Digital Video Surveillance System (DVSS): Installation of new and replacement equipment (\$200K).
- 7) ARFF Truck Replacement: Pending AIP Grant and delivery lead times.
- 8) Airfield Maintenance Equipment: Replacement tractor mower due to age of existing equipment. Carryover from FY 2023 due to supply chain issues.
- 9) Parking Revenue Control Equipment: Upgrades and added equipment (\$135K).
- 10) Runway 8 PAPI Relocation: \$275K programmed in FY 2024 for project completion.
- 11) Runway / Taxiway Shoulder Rehabilitation: Design revised due to scope modification. \$4,510,000 programmed in FY 2024 for construction.
- 12) Landside Roadway Pavement Rehabilitation: \$400K programmed in FY 2024 to primarily address pavement deterioration.
- 13) Parking Lot F Development: Construction to commence FY 2023. \$175K programmed in FY 2024 for project completion.
- 14) Preliminary Study Parking Lot D Improvements: Evaluation of a project to improve utilization and access to parking Lot D (\$300K).
- 15) Part 150 Update (multi-year): Pending AIP Grant, \$1,000,000 programmed in FY 2024.
- 16) Replacement Passenger Terminal Project (multi-year):

	Forecasted FY 2024	
Funded by RPT: Plan of Finance (see note below)		
Program Manager (Jacobs)	\$ 8,287,579	
Design PDB (HPTJV)	23,597,514	
Precon./ Construction Work PDB (HPTJV)	123,483,956	
Support Services (Financial, Technical, Legal, Other)	1,710,000	
	<u>\$ 157,079,049</u>	
Funded by Airport Share		
Commercial Paper (CP) Program Fees	1,500,000	
Forecasted FY 2024 Project Expenditures	<u><u>\$ 158,579,049</u></u>	

Note: Anticipated Plan of Finance funding sources include AIP, PFC, BIL, CP program, TIFIA loan, GARB issuance, and Authority Reserves.