



May 7, 2026

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 Burbank-Glendale-Pasadena Airport Authority will be held on Monday, May 11, 2026, at 10:00 a.m., in the Airport Skyroom 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: (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
Monday, May 11, 2026
10:00 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.

AGENDA

Monday, May 11, 2026

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Items for Discussion
 - a. FY 2027 Budget Development

No staff report attached. Staff will review with the Committee preliminary FY 2027 operating revenues. Upon completion of a revised forecast calculated by the financial model utilizing updated O&M numbers, as well as final 2026 bond pricing results, additional data will be reviewed with the Committee.

In addition, a revised draft (Draft #2) of forecasted FY 2027 O&M expenditures is included for review with the Committee.

5. Adjournment



**BURBANK-GLENDALE-PASADENA
AIRPORT AUTHORITY**

FY 2027 O&M EXPENDITURE FORECAST

DRAFT #2 DATED: MAY 11, 2026

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2026/2027 ("FY 2027") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

Draft #2 Dated:
May 11, 2026

ACCT #	DESCRIPTION	PROPOSED BUDGET FY 2027	ADOPTED BUDGET FY 2026	\$ AMOUNT CHANGE	% CHANGE
8000	Regular Wages	\$ 4,971,000	\$ 4,452,000	\$ 519,000	11.66%
8012	Overtime Wages	450,000	425,000	25,000	5.88%
8100	Sick Leave	348,000	332,000	16,000	4.82%
8102	Vacation	346,000	325,000	21,000	6.46%
8103	Payroll Taxes	512,000	465,100	46,900	10.08%
8104	Workers' Compensation Insurance	700,000	680,000	20,000	2.94%
8105	Group Insurance	874,000	710,000	164,000	23.10%
8107	Retiree Medical Trust	81,000	52,800	28,200	53.41%
8109	Holiday	385,000	288,500	96,500	33.45%
8110	Employee Retirement Plan	909,000	808,500	100,500	12.43%
8111	Employee Medical Opt Out	51,000	34,200	16,800	49.12%
8115	FSA Admin.	900	900	-	0.00%
8120	Certification Pay	637,000	522,500	114,500	21.91%
8125	Training Pay	27,100	13,300	13,800	103.76%
8200	Office Supplies	125,000	105,000	20,000	19.05%
8202	Periodicals, Maps and Pamphlets	4,500	4,500	-	0.00%
8204	Printing and Binding	69,300	16,500	52,800	320.00%
8206	Special Office / Other Supplies	109,100	127,800	(18,700)	-14.63%
8208	Postage	17,500	17,500	-	0.00%
8210	Office / Noise Equipment Service	153,900	159,600	(5,700)	-3.57%
8212	Copy Machine Lease	55,000	46,100	8,900	19.31%
8252	Recruitment Expense	60,000	60,000	-	0.00%
8254	Membership Dues	152,500	148,000	4,500	3.04%
8256	Uniform Expense	370,000	244,650	125,350	51.24%
8258	Commission Meeting	160,000	175,000	(15,000)	-8.57%
8260	Conference Meeting	127,900	195,000	(67,100)	-34.41%
8261	Training Expense	545,500	459,500	86,000	18.72%
8302	Fuel, Oil and Lubricants	450,000	350,000	100,000	28.57%
8303	Low Value Communications Equipment	3,000	7,100	(4,100)	-57.75%
8304	Low Value Machinery / Equipment	60,000	17,000	43,000	252.94%
8305	Low Value Furniture / Fixtures	35,000	47,500	(12,500)	-26.32%
8306	Vehicle Repair / Maintenance Supplies	57,000	59,300	(2,300)	-3.88%
8308	General Repair / Maintenance	114,000	166,300	(52,300)	-31.45%
8316	Shop Supplies	75,650	67,000	8,650	12.91%
8318	Electrical Supplies	155,750	196,000	(40,250)	-20.54%
8320	Plumbing, Heating and Air Conditioning	155,000	194,000	(39,000)	-20.10%
8322	Building / Construction Supplies	200,250	105,250	95,000	90.26%
8324	Telephone Expense	600,000	585,000	15,000	2.56%
8326	Communications Maintenance	46,200	76,200	(30,000)	-39.37%
8332	Industrial Chemical Supplies	32,000	32,000	-	0.00%

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
PROPOSED FY 2026/2027 ("FY 2027") BUDGET
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

Draft #2 Dated:
May 11, 2026

ACCT #	DESCRIPTION	PROPOSED BUDGET FY 2027	ADOPTED BUDGET FY 2026	\$ AMOUNT CHANGE	% CHANGE
8334	Operating / Maintenance Equipment Lease	\$ 97,500	\$ 75,300	\$ 22,200	29.48%
8335	Other Leases / Rentals	35,500	28,500	7,000	24.56%
8336	Utility – Gas	25,000	105,000	(80,000)	-76.19%
8338	Utility – Electric	2,850,000	2,180,000	670,000	30.73%
8340	Utility – Water	650,000	560,000	90,000	16.07%
8341	Sign Expense	185,100	145,100	40,000	27.57%
8342	Landscaping Expense	450,000	370,000	80,000	21.62%
8344	Paint Expense	157,500	167,500	(10,000)	-5.97%
8604	ARFF Services (1)	4,875,000	4,875,000	-	0.00%
8607	Janitorial Services	4,315,150	2,650,000	1,665,150	62.84%
8608	Refuse Collection	405,000	240,000	165,000	68.75%
8610	Contractual Building	123,000	242,000	(119,000)	-49.17%
8612	Contractual Systems	2,066,300	2,018,000	48,300	2.39%
8620	Contractual Vehicle Maintenance	500,000	470,000	30,000	6.38%
8622	Other Contracted O & M Costs	1,816,300	1,695,200	121,100	7.14%
8625	Contractual Parking Ops. (Self-Park / Valet)	4,787,650	5,655,000	(867,350)	-15.34%
8626	Contractual Transportation Services	3,330,000	2,445,000	885,000	36.20%
8702	Noise Consultants	81,000	101,000	(20,000)	-19.80%
8704	Legal Services	850,000	1,000,000	(150,000)	-15.00%
8706	Audit Services	315,000	310,000	5,000	1.61%
8708	Professional Management Services	22,822,000	20,850,000	1,972,000	9.46%
8709	Engineering Services	325,000	300,000	25,000	8.33%
8710	Financial Services	1,380,000	1,423,000	(43,000)	-3.02%
8711	Other Professional Services	4,991,200	3,649,100	1,342,100	36.78%
8715	Environmental Services	1,172,000	435,000	737,000	169.43%
8816	Insurance	3,570,000	2,035,000	1,535,000	75.43%
8818	Public Relations / Advertising	377,750	138,250	239,500	173.24%
8819	Air Service Retention and Development	1,145,000	1,030,000	115,000	11.17%
8822	Licenses, Permits and Fees	354,900	361,100	(6,200)	-1.72%
8825	Uninsured Loss	10,000	10,000	-	0.00%

TOTAL O & M EXPENDITURES	\$ 78,288,900	\$ 68,335,650	\$ 9,953,250	14.57%
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O & M EQUIPMENT AND PROJECTS

9010	Vehicles / Equipment	\$ -	\$ 375,000	\$ (375,000)	-100.00%
9022	Other Machinery / Equipment	39,000	115,000	(76,000)	-66.09%
9026	Office Equipment / Systems	235,000	100,000	135,000	135.00%

TOTAL O & M EQUIPMENT / PROJECTS	\$ 274,000	\$ 590,000	\$ (316,000)	-53.56%
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TOTAL OPERATIONS AND MAINTENANCE	\$ 78,562,900	\$ 68,925,650	\$ 9,637,250	13.98%
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- (1) The current ARFF Collective Bargaining Agreement expires June 30, 2026. Replacement agreement negotiations are currently in progress. Therefore, pending results, this line item is budgeted flat to the current fiscal year.



FY 2026/2027 (“FY 2027”) Budget Development

Presented to
Finance and Administration Committee
May 11, 2026

Presented by
Kathy David, Senior Deputy Executive Director

FY 2027 Budget Development

Projected Preliminary Operating Revenues

	Proposed Budget FY 2027 ¹	Adopted Budget FY 2026	Proposed FY 2027 v. Adopted FY 2026 Budget		Estimated Actual FY 2026	Proposed FY 2027 Budget v. Est. Actual FY 2026	
			\$ Change	% Change		\$ Change	% Change
<u>Operating Revenues</u>							
Rentals ²	\$25,782,000	\$18,800,000	\$6,982,000	37.1%	\$19,340,300	\$6,441,700	33.3%
Parking	35,504,000	33,450,000	2,054,000	6.1%	32,294,900	3,209,100	9.9%
Concessions	15,990,000	14,300,000	1,690,000	11.8%	15,416,600	573,400	3.7%
Landing Fees ²	19,773,000	4,500,000	15,273,000	339.4%	4,649,000	15,124,000	325.3%
Investment Income	6,827,000	7,995,000	(1,168,000)	-14.6%	9,934,500	(3,107,500)	-31.3%
Ground Transportation	5,111,000	3,865,000	1,246,000	32.2%	3,975,400	1,135,600	28.6%
Other Revenues	2,370,000	1,950,000	420,000	21.5%	2,632,200	(262,200)	-10.0%
Total Operating Revenues	\$111,357,000	\$84,860,000	\$26,497,000	31.2%	\$88,242,900	\$23,114,100	26.2%

Note 1 - Represents preliminary FY 2027 operating revenues. Upon completion of a revised forecast calculated by the financial model utilizing updated O&M numbers, as well as final 2026 bond pricing results, additional data will be reviewed with the Committee.

Note 2 - Includes preliminary increase to FY 2027 airline rates and charges.