



May 7, 2021

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 Monday, May 10, 2021, at 9:00 a.m., in the Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically 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 10, 2021  
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.*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *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.*



*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 10, 2021

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

- a. May 3, 2021

***[See page 1]***

5. Items for Discussion

- a. Proposed Fiscal Year 2021/2022 ("FY 2022") Budget

***No staff report is attached. Staff will continue to review with the Committee, the proposed FY 2022 Budget.***

6. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**MONDAY, MAY 3, 2021**

A regular meeting of the Finance and Administration Committee was called to order on this date in the Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California, at 10:01 a.m., by Commissioner Selvidge.

**1. ROLL CALL**

**Present:** Commissioners Selvidge (via teleconference), and Adams, Najarian (via teleconference) (arrived 10:08 a.m.)

**Absent:** None

**Also Present:** Staff: John Hatanaka, Senior Deputy Executive Director; Kathy David, Deputy Executive Director, Finance and Administration; Scott Kimball, Deputy Executive Director, Business and Properties, SMS Procurement and Operations; David Kwon, Director, Financial Services

**2. Staff Announcement: AB 23**

The Senior Deputy Executive Director announced that, as a result of the convening of this meeting of the Finance and Administration Committee, each Committee member in attendance is entitled to receive and shall be provided \$200.

**3. Approval of Agenda**

The agenda was approved as presented.

**4. Public Comment**

There were no public comments.

**5. Approval of Minutes**

**a. April 19, 2021**

Draft minutes for the April 19, 2021, meeting of the Finance and Administration Committee meeting was presented for approval.

**Motion**

Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

**Motion Approved**

There being no objection, the motion was approved (2-0, 1 absent).

## 6. Items for Approval

### a. Second Agreement to Lease Agreement – Herc Rentals, Inc.

Staff presented to the Committee seeking a recommendation to the Commission for approval a proposed Second Amendment to the Lease Agreement (“Lease”) with Herc Rentals, Inc. (“Herc”). This company was formerly known as Hertz Equipment Rental Corporation.

The Lease has an expiration date of March 1, 2022 with an extension term for five years subject to the Authority receiving a 12-month prior written notice from Herc requesting the extension option. Herc has requested the extension option which would extend the term from March 1, 2022 to March 1, 2027.

#### Motion

Commissioner Adams moved approval of the minutes, seconded by Commissioner Selvidge.

#### Motion Approved

There being no objection, the motion was approved (2–0, 1 absent).

## 7. Items for Discussion

### a. FY 2022 Budget Development (continued)

Staff presented and continued to discuss the FY 2022 proposed budget.

Staff announced that there would be a special Finance and Administrative Committee meeting on May 10, 2021, at which time the proposed final budget would be presented to the Committee.

## 8. Items for Information

### a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

Staff also informed the Committee on information received from Columbia Management Investment Advisors, the Authority’s Investment manager, regarding the status of a few of the Authority’s investments.

## 9. Adjournment

There being no further business to discuss, the meeting was adjourned at 10:45 a.m.



# **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

**First Draft**

**PROPOSED FY 2021/2022 ("FY 2022") BUDGET**

**May 10, 2021**

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**PROPOSED FY 2021/2022 ("FY 2022") BUDGET**  
**SUMMARY**

First Draft: May 10, 2021

**SOURCES OF FUNDS: SUMMARY**

	Proposed Budget FY 2022	Adopted Budget FY 2021	\$ Change	% Change
Rentals	\$ 16,250,000	\$ 15,290,000	\$ 960,000	6.28%
Parking	10,735,000	7,510,000	3,225,000	42.94%
Concessions	4,500,000	5,845,000	(1,345,000)	-23.01%
Landing Fees	2,550,000	1,658,000	892,000	53.80%
Investment Income	2,300,000	3,250,000	(950,000)	-29.23%
Ground Transportation	1,090,000	1,030,000	60,000	5.83%
Other Revenues	600,000	575,000	25,000	4.35%
<b>Total Operating Revenues</b>	<b>38,025,000</b>	<b>35,158,000</b>	<b>2,867,000</b>	<b>8.15%</b>
PFC Revenues / Reserves	6,766,150	463,953	6,302,197	1358.37%
Airport Improvement Program Grants	924,056	3,360,602	(2,436,546)	-72.50%
CFC Fees: 2012 Bond Issue	2,300,000	2,000,000	300,000	15.00%
Facility Rent - RAC	1,030,962	1,030,962	-	0.00%
<b>Total Nonoperating Revenues</b>	<b>11,021,168</b>	<b>6,855,517</b>	<b>4,165,651</b>	<b>60.76%</b>
<b>Total Operating &amp; Nonoperating Revenues</b>	<b>49,046,168</b>	<b>42,013,517</b>	<b>7,032,651</b>	<b>16.74%</b>
<b>Federal Relief Grant Funds (Note 1)</b>				
Bond P & I (2012 Issue)	2,503,994	2,803,092	(299,098)	-10.67%
Bond P & I (2015 Issue)	4,561,500	4,564,250	(2,750)	-0.06%
Concession Relief	2,500,000	-	-	N/A
Personnel Costs	7,779,373	8,097,213	(317,840)	-3.93%
Facility Improvement (AIP Local Match)	-	635,445	(635,445)	-100.00%
<b>Total Federal Relief Grant Funds</b>	<b>17,344,867</b>	<b>16,100,000</b>	<b>(1,255,133)</b>	<b>-7.80%</b>
Airport Reserves	-	-	-	N/A
<b>Total</b>	<b>\$ 66,391,035</b>	<b>\$ 58,113,517</b>	<b>\$ 8,277,518</b>	<b>14.24%</b>

**USES OF FUNDS: SUMMARY**

	Proposed Budget FY 2022	Adopted Budget FY 2021	\$ Change	% Change
Bond P & I (2012 Issue)	\$ 5,834,956	\$ 5,834,054	\$ 902	0.02%
Bond P & I (2015 Issue)	4,561,500	4,564,250	(2,750)	-0.06%
<b>Subtotal Debt Service</b>	<b>10,396,456</b>	<b>10,398,304</b>	<b>(1,848)</b>	<b>-0.02%</b>
Operations and Maintenance	45,775,550	42,340,563	3,434,987	8.11%
<b>Total Operating Expenses</b>	<b>56,172,006</b>	<b>52,738,867</b>	<b>3,433,139</b>	<b>6.51%</b>
<b>Facility Improvement Program</b>				
Noise Mitigation	125,000	125,000	-	0.00%
Other Improvements	8,668,850	3,485,000	5,183,850	148.75%
Development	275,000	960,000	(685,000)	-71.35%
<b>Total Facility Improvement Program</b>	<b>9,068,850</b>	<b>4,570,000</b>	<b>4,498,850</b>	<b>98.44%</b>
Parking Tax	1,150,179	804,650	345,529	42.94%
<b>Total Operating &amp; Nonoperating Expenses</b>	<b>66,391,035</b>	<b>58,113,517</b>	<b>8,277,518</b>	<b>14.24%</b>
Additional O & M Reserve Requirement	-	-	-	N/A
<b>Total</b>	<b>\$ 66,391,035</b>	<b>\$ 58,113,517</b>	<b>\$ 8,277,518</b>	<b>14.24%</b>

Note 1: FY 2021 federal relief funds were supported by the CARES Act Grant. FY 2022 federal relief funds are to be supported by CRRSAA and anticipated ARPA grants.

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
PROPOSED FY 2021/2022 ("FY 2022") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

First Draft: May 10, 2021

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>PROPOSED BUDGET FY 2022</b>	<b>ADOPTED BUDGET FY 2021</b>	<b>\$ AMOUNT CHANGE</b>	<b>% CHANGE</b>
8000	Regular Wages	\$ 3,345,000	\$ 3,250,000	\$ 95,000	2.92%
8012	Overtime Wages	350,000	335,000	15,000	4.48%
8100	Sick Leave	271,000	262,500	8,500	3.24%
8102	Vacation	284,000	275,200	8,800	3.20%
8103	Payroll Taxes	368,000	357,000	11,000	3.08%
8104	Workers' Compensation Insurance	632,000	525,000	107,000	20.38%
8105	Group Insurance	493,000	431,100	61,900	14.36%
8107	Retiree Medical Trust	50,400	50,400	-	0.00%
8109	Holiday	235,000	227,600	7,400	3.25%
8110	Employee Retirement Plan	482,000	407,500	74,500	18.28%
8111	Employee Medical Opt Out	34,200	39,600	(5,400)	-13.64%
8115	FSA Admin.	900	900	-	0.00%
8120	Certification Pay	220,000	177,600	42,400	23.87%
8125	Training Pay	12,600	12,600	-	0.00%
8200	Office Supplies	65,000	65,000	-	0.00%
8202	Periodicals, Maps and Pamphlets	3,200	4,250	(1,050)	-24.71%
8204	Printing and Binding	14,900	12,100	2,800	23.14%
8206	Special Office / Other Supplies	90,000	80,000	10,000	12.50%
8208	Postage	14,000	14,000	-	0.00%
8210	Office / Noise Equipment Service	170,250	191,150	(20,900)	-10.93%
8212	Copy Machine Lease	26,600	26,600	-	0.00%
8214	Office Equipment Rent	700	700	-	0.00%
8216	Photographic Expense	1,250	2,500	(1,250)	-50.00%
8252	Recruitment Expense	20,000	20,000	-	0.00%
8254	Membership Dues	161,000	161,000	-	0.00%
8256	Uniform Expense	130,000	120,000	10,000	8.33%
8258	Commission Meeting	175,000	175,000	-	0.00%
8260	Conference Meeting	65,000	35,000	30,000	85.71%
8261	Training Expense	290,000	280,000	10,000	3.57%
8302	Fuel, Oil and Lubricants	150,000	150,000	-	0.00%
8303	Low Value Communications Equipment	3,400	2,350	1,050	44.68%
8304	Low Value Machinery / Equipment	11,500	10,000	1,500	15.00%
8305	Low Value Furniture / Fixtures	10,000	21,000	(11,000)	-52.38%
8306	Vehicle Repair / Maintenance Supplies	60,000	60,000	-	0.00%
8308	General Repair / Maintenance	150,000	150,000	-	0.00%
8316	Shop Supplies	60,000	60,000	-	0.00%
8318	Electrical Supplies	150,000	150,000	-	0.00%
8320	Plumbing, Heating and Air Conditioning	129,500	100,000	29,500	29.50%
8322	Building / Construction Supplies	75,000	75,000	-	0.00%
8324	Telephone Expense	320,000	360,000	(40,000)	-11.11%
8326	Communications Maintenance	53,200	48,700	4,500	9.24%
8332	Industrial Chemical Supplies	14,500	14,500	-	0.00%



**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
PROPOSED FY 2021/2022 ("FY 2022") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

First Draft: May 10, 2021

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>PROPOSED BUDGET FY 2022</b>	<b>ADOPTED BUDGET FY 2021</b>	<b>\$ AMOUNT CHANGE</b>	<b>% CHANGE</b>
8334	Operating / Maintenance Equipment Lease	\$ 56,000	\$ 56,000	\$ -	0.00%
8336	Utility – Gas	40,000	40,000	-	0.00%
8338	Utility – Electric	1,540,000	1,486,538	53,462	3.60%
8340	Utility – Water	400,000	400,000	-	0.00%
8341	Sign Repair and Maintenance	110,000	110,000	-	0.00%
8342	Landscaping Expense	205,500	205,500	-	0.00%
8344	Paint Expense	167,500	110,000	57,500	52.27%
8604	ARFF Services	3,640,000	3,532,000	108,000	3.06%
8606	Tenant Janitorial Services	774,700	677,000	97,700	14.43%
8607	Janitorial Services	1,070,500	959,000	111,500	11.63%
8608	Refuse Collection	185,000	185,000	-	0.00%
8610	Contractual Building	190,000	110,000	80,000	72.73%
8612	Contractual Systems	1,548,800	1,042,675	506,125	48.54%
8620	Contractual Vehicle Maintenance	385,400	385,400	-	0.00%
8622	Other Contracted O & M Costs	949,900	949,900	-	0.00%
8625	Contractual Parking Ops. (Self-Park / Valet)	4,020,000	2,598,750	1,421,250	54.69%
8626	Contractual Transportation Services	65,000	650,000	(585,000)	-90.00%
8702	Noise Consultants	87,000	87,000	-	0.00%
8704	Legal Services	650,000	650,000	-	0.00%
8706	Audit Services	140,000	140,000	-	0.00%
8708	Professional Management Services	15,050,000	14,712,000	338,000	2.30%
8709	Engineering Services	85,000	85,000	-	0.00%
8710	Financial Services	555,000	555,000	-	0.00%
8711	Other Professional Services	1,450,000	1,425,300	24,700	1.73%
8715	Environmental Services	100,000	300,000	(200,000)	-66.67%
8804	Bad Debt Expense	4,000	4,000	-	0.00%
8816	Insurance	1,732,600	1,556,000	176,600	11.35%
8818	Public Relations / Advertising	73,500	73,500	-	0.00%
8819	Air Service Retention and Development	435,000	80,000	355,000	443.75%
8822	Licenses, Permits and Fees	284,550	272,650	11,900	4.36%
8825	Uninsured Loss	10,000	10,000	-	0.00%

<b>TOTAL O &amp; M EXPENDITURES</b>	<b>\$ 45,197,050</b>	<b>\$ 42,189,063</b>	<b>\$ 3,007,987</b>	<b>7.13%</b>
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**O & M EQUIPMENT AND PROJECTS**

9010	Vehicles / Equipment	\$ 315,000	\$ -	\$ 315,000	N/A
9022	Other Machinery / Equipment	170,000	26,500	143,500	541.51%
9026	Office Equipment / Systems	93,500	125,000	(31,500)	-25.20%

<b>TOTAL O &amp; M EQUIPMENT / PROJECTS</b>	<b>\$ 578,500</b>	<b>\$ 151,500</b>	<b>\$ 427,000</b>	<b>281.85%</b>
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<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 45,775,550</b>	<b>\$ 42,340,563</b>	<b>\$ 3,434,987</b>	<b>8.11%</b>
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
PROPOSED FY 2021/2022 ("FY 2022") BUDGET  
FACILITY IMPROVEMENT (CAPITAL) PROGRAM**

First Draft: May 10, 2021

PROJECT DESCRIPTION		Cost	Funded By PFC	Funded By Federal Grants	Airport Share
<b>BUILDING IMPROVEMENTS</b>					
1)	Minor Building Improvements	\$ 100,000	\$ -	\$ -	\$ 100,000
<b>TOTAL BUILDING IMPROVEMENTS</b>		<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IT / COMMUNICATIONS / SECURITY</b>					
2)	IT Network Infrastructure Equipment Replacement	\$ 300,000	\$ -	\$ -	\$ 300,000
3)	DVSS Installation and Equipment Replacement	175,000	-	-	175,000
<b>TOTAL IT / COMMUNICATIONS / SECURITY</b>		<b>\$ 475,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 475,000</b>
<b>EQUIPMENT</b>					
4)	ARFF Truck Replacement	\$ 808,500	\$ -	\$ 753,206	\$ 55,294
5)	Airfield Maintenance Equipment	265,000	265,000	-	-
<b>TOTAL EQUIPMENT</b>		<b>\$ 1,073,500</b>	<b>\$ 265,000</b>	<b>\$ 753,206</b>	<b>\$ 55,294</b>
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>					
6)	Airfield Lighting Vault Replacement - Construction	\$ 4,840,000	\$ 4,840,000	\$ -	\$ -
7)	Taxilane A Rehabilitation - Construction	1,320,000	1,320,000	-	-
8)	Runway 8 PAPI Relocation	300,000	300,000	-	-
9)	Parking Lot D Access Improvements	250,000	-	-	250,000
10)	Airside Pavement Rehabilitation - Design	223,350	-	-	223,350
11)	Hollyona Property Modification - RPZ Land	87,000	16,887	70,113	-
<b>TOTAL RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>		<b>\$ 7,020,350</b>	<b>\$ 6,476,887</b>	<b>\$ 70,113</b>	<b>\$ 473,350</b>
<b>NOISE MITIGATION</b>					
12)	Residential Acoustical Treatment Program ( <i>multi-year</i> )	\$ 125,000	\$ 24,263	\$ 100,737	\$ -
<b>TOTAL NOISE MITIGATION</b>		<b>\$ 125,000</b>	<b>\$ 24,263</b>	<b>\$ 100,737</b>	<b>\$ -</b>
<b>DEVELOPMENT</b>					
13)	Replacement Passenger Terminal Project ( <i>multi-year</i> )	\$ 275,000	\$ -	\$ -	\$ 275,000
<b>TOTAL DEVELOPMENT</b>		<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>
<b>TOTAL FACILITY IMPROVEMENT PROGRAM</b>		<b>\$ 9,068,850</b>	<b>\$ 6,766,150</b>	<b>\$ 924,056</b>	<b>\$ 1,378,644</b>

**Notes:**

- 1) Airport funded appropriations in the amount of \$100,000 have been included to address small projects.
- 2) IT network infrastructure equipment: core switch (\$200,000) & blade server (\$100,000) replacements.
- 3) Digital Video Surveillance System (DVSS): installation of new cameras (\$125,000) & replacement cameras (\$50,000).
- 4) ARFF truck replacement programmed with funding from an already awarded AIP/CARES Grant in the amount of \$753,206 with the balance of \$55,294 for ancillary equipment to be Airport funded. The Commission approved this acquisition during FY 2021 but due to long lead time for delivery it has been reprogrammed into the FY 2022 budget.
- 5) Airfield maintenance equipment (runway sweeper and ramp scrubber) to be funded through an already approved Passenger Facility Charge (PFC) application.
- 6) Design for Airfield Lighting Vault replacement completed during FY 2021. Construction programmed into FY 2022 budget to be funded with a PFC application that is currently underway.
- 7) Design for Taxilane A rehabilitation completed during FY 2021. Construction included into the FY 2022 budget programmed to be funded with a PFC application that is currently underway.
- 8) Provides appropriations for the relocation of the Runway 8 Precision Approach Path Indicator (PAPI) per airline request. The PAPI is runway approach navigation equipment. Programmed to be funded through a PFC application that is currently underway.
- 9) This project is for the development of improved access to/from Parking Lot D as well as the installation of automated revenue control equipment.
- 10) The appropriations for this airside paving project represent design costs to initially be Airport funded in FY 2022 but expected to be reimbursed through AIP/PFC funds in FY 2023 after funding is awarded. Construction anticipated to be programmed into the FY 2023 budget and scheduled to commence once funding is awarded.
- 11) The Hollyona RPZ property was acquired during FY 2020. The FY 2022 appropriations represent required property modifications to comply with making the property fallow. Costs anticipated to be reimbursed through AIP/PFC funds anticipated to be awarded in FY 2022.
- 12) Appropriations included to commence RATP project for remaining eligible units subject to the award of AIP Grant funding. This project will not commence until grant funding is awarded and in place.
- 13) Appropriations in the amount of \$275,000 have been included to allow for continued consulting support services associated with the evaluation/financial feasibility of the restart of the Replacement Passenger Terminal (RPT) project that was placed on hold in March 2020 due to the COVID-19 pandemic.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

**FY 2020/2021**

**BUDGET AND BUDGET OVERVIEW**



**Hollywood  
Burbank  
Airport**

**ADOPTED: JUNE 1, 2020**

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**  
**ADOPTED FY 2020/2021 ("FY 2021") BUDGET**  
**SUMMARY**

**SOURCES OF FUNDS: SUMMARY**

	Adopted Budget FY 2021	Adopted Budget FY 2020	\$ Change	% Change
Rentals	\$ 15,290,000	\$ 15,290,000	\$ -	0.00%
Parking	7,510,000	20,940,000	(13,430,000)	-64.14%
Concessions	5,845,000	10,550,000	(4,705,000)	-44.60%
Landing Fees	1,658,000	4,175,000	(2,517,000)	-60.29%
Investment Income	3,250,000	4,250,000	(1,000,000)	-23.53%
Ground Transportation	1,030,000	4,100,000	(3,070,000)	-74.88%
Other Revenues	575,000	945,000	(370,000)	-39.15%
<b>Total Operating Revenues</b>	<b>35,158,000</b>	<b>60,250,000</b>	<b>(25,092,000)</b>	<b>-41.65%</b>
PFC Revenues / Reserves	463,953	6,571,616	(6,107,663)	-92.94%
Airport Improvement Program Grants	3,360,602	5,728,269	(2,367,667)	-41.33%
CFC Fees: 2012 Bond Issue	2,000,000	5,725,000	(3,725,000)	-65.07%
Facility Rent - RAC	1,030,962	387,008	643,954	166.39%
<b>Total Nonoperating Revenues</b>	<b>6,855,517</b>	<b>18,411,893</b>	<b>(11,556,376)</b>	<b>-62.77%</b>
<b>Total Operating &amp; Nonoperating Revenues</b>	<b>42,013,517</b>	<b>78,661,893</b>	<b>(36,648,376)</b>	<b>-46.59%</b>
<b>CARES Act Grant Funds</b>				
Facility Improvements (AIP Local Match)	635,445	-	635,445	N/A
Bond P & I (2012 Issue)	2,803,092	-	2,803,092	N/A
Bond P & I (2015 Issue)	4,564,250	-	4,564,250	N/A
Personnel Costs	8,097,213	-	8,097,213	N/A
<b>Total CARES Act Grant Funds</b>	<b>16,100,000</b>	<b>-</b>	<b>16,100,000</b>	
Facility Development Reserves	-	-	-	N/A
<b>Total</b>	<b>\$ 58,113,517</b>	<b>\$ 78,661,893</b>	<b>\$ (20,548,376)</b>	<b>-26.12%</b>

**USES OF FUNDS: SUMMARY**

	Adopted Budget FY 2021	Adopted Budget FY 2020	\$ Change	% Change
Bond P & I (2012 Issue)	\$ 5,834,054	\$ 5,837,008	\$ (2,954)	-0.05%
Bond P & I (2015 Issue)	4,564,250	4,568,250	(4,000)	-0.09%
<b>Subtotal Debt Service</b>	<b>10,398,304</b>	<b>10,405,258</b>	<b>(6,954)</b>	<b>-0.07%</b>
Operations and Maintenance	42,340,563	48,924,625	(6,584,062)	-13.46%
<b>Total Operating Expenses</b>	<b>52,738,867</b>	<b>59,329,883</b>	<b>(6,591,016)</b>	<b>-11.11%</b>
<b>Facility Improvement Program</b>				
Noise Mitigation	125,000	500,000	(375,000)	-75.00%
Other Improvements	3,485,000	12,640,000	(9,155,000)	-72.43%
Development	960,000	2,985,000	(2,025,000)	-67.84%
<b>Total Facility Improvement Program</b>	<b>4,570,000</b>	<b>16,125,000</b>	<b>(11,555,000)</b>	<b>-71.66%</b>
Parking Tax	804,650	2,243,575	(1,438,925)	-64.14%
<b>Total Operating &amp; Nonoperating Expenses</b>	<b>58,113,517</b>	<b>77,698,458</b>	<b>(19,584,941)</b>	<b>-25.21%</b>
<b>Reserve Reimbursements</b>				
Additional O & M Reserve	-	688,435	(688,435)	-100.00%
Facility Dev. Fund Reimbursement	-	275,000	(275,000)	-100.00%
<b>Total Reserve Reimbursements</b>	<b>-</b>	<b>963,435</b>	<b>(963,435)</b>	<b>-100.00%</b>
<b>Total</b>	<b>\$ 58,113,517</b>	<b>\$ 78,661,893</b>	<b>\$ (20,548,376)</b>	<b>-26.12%</b>

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTED FY 2020/2021 ("FY 2021") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2021</b>	<b>ADOPTED BUDGET FY 2020</b>	<b>\$ AMOUNT CHANGE</b>	<b>% CHANGE</b>
8000	Regular Wages	\$ 3,250,000	\$ 3,118,300	\$ 131,700	4.22%
8012	Overtime Wages	335,000	335,000	-	0.00%
8100	Sick Leave	262,500	259,720	2,780	1.07%
8102	Vacation	275,200	265,700	9,500	3.58%
8103	Payroll Taxes	357,000	327,570	29,430	8.98%
8104	Workers' Compensation Insurance	525,000	515,000	10,000	1.94%
8105	Group Insurance	431,100	408,500	22,600	5.53%
8107	Retiree Medical Trust	50,400	50,400	-	0.00%
8109	Holiday	227,600	212,955	14,645	6.88%
8110	Employee Retirement Plan	407,500	274,105	133,395	48.67%
8111	Employee Medical Opt Out	39,600	39,600	-	0.00%
8115	FSA Admin.	900	900	-	0.00%
8120	Certification Pay	177,600	74,500	103,100	138.39%
8125	Training Pay	12,600	12,600	-	0.00%
8200	Office Supplies	65,000	65,000	-	0.00%
8202	Periodicals, Maps and Pamphlets	4,250	3,000	1,250	41.67%
8204	Printing and Binding	12,100	11,000	1,100	10.00%
8206	Special Office / Other Supplies	80,000	85,000	(5,000)	-5.88%
8208	Postage	14,000	14,000	-	0.00%
8210	Office / Noise Equipment Service	191,150	186,700	4,450	2.38%
8212	Copy Machine Lease	26,600	25,000	1,600	6.40%
8214	Office Equipment Rent	700	700	-	0.00%
8216	Photographic Expense	2,500	3,000	(500)	-16.67%
8252	Recruitment Expense	20,000	35,000	(15,000)	-42.86%
8254	Membership Dues	161,000	178,625	(17,625)	-9.87%
8256	Uniform Expense	120,000	185,100	(65,100)	-35.17%
8258	Commission Meeting	175,000	175,000	-	0.00%
8260	Conference Meeting	35,000	134,800	(99,800)	-74.04%
8261	Training Expense	280,000	377,795	(97,795)	-25.89%
8302	Fuel, Oil and Lubricants	150,000	385,000	(235,000)	-61.04%
8303	Low Value Communications Equipment	2,350	8,700	(6,350)	-72.99%
8304	Low Value Machinery / Equipment	10,000	32,250	(22,250)	-68.99%
8305	Low Value Furniture / Fixtures	21,000	49,180	(28,180)	-57.30%
8306	Vehicle Repair / Maintenance Supplies	60,000	70,900	(10,900)	-15.37%
8308	General Repair / Maintenance	150,000	178,950	(28,950)	-16.18%
8316	Shop Supplies	60,000	86,100	(26,100)	-30.31%
8318	Electrical Supplies	150,000	93,550	56,450	60.34%
8320	Plumbing, Heating and Air Conditioning	100,000	85,000	15,000	17.65%
8322	Building / Construction Supplies	75,000	86,250	(11,250)	-13.04%
8324	Telephone Expense	360,000	339,400	20,600	6.07%
8326	Communications Maintenance	48,700	53,200	(4,500)	-8.46%
8332	Industrial Chemical Supplies	14,500	12,500	2,000	16.00%

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTED FY 2020/2021 ("FY 2021") BUDGET  
OPERATIONS & MAINTENANCE ("O & M") EXPENSES**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2021</b>	<b>ADOPTED BUDGET FY 2020</b>	<b>\$ AMOUNT CHANGE</b>	<b>% CHANGE</b>
8334	Operating / Maintenance Equipment Lease	\$ 56,000	\$ 54,300	\$ 1,700	3.13%
8335	Other Leases / Rentals	-	36,000	(36,000)	-100.00%
8336	Utility – Gas	40,000	40,000	-	0.00%
8338	Utility – Electric	1,486,538	1,610,000	(123,462)	-7.67%
8340	Utility – Water	400,000	460,000	(60,000)	-13.04%
8341	Sign Repair and Maintenance	110,000	114,500	(4,500)	-3.93%
8342	Landscaping Expense	205,500	205,500	-	0.00%
8344	Paint Expense	110,000	115,100	(5,100)	-4.43%
8604	ARFF Services	3,532,000	3,432,325	99,675	2.90%
8606	Tenant Janitorial Services	677,000	658,000	19,000	2.89%
8607	Janitorial Services	959,000	932,000	27,000	2.90%
8608	Refuse Collection	185,000	260,000	(75,000)	-28.85%
8610	Contractual Building Repair	110,000	158,000	(48,000)	-30.38%
8612	Contractual Systems Repair	1,042,675	1,314,700	(272,025)	-20.69%
8620	Contractual Vehicle Maintenance	385,400	385,400	-	0.00%
8622	Other Contracted O & M Costs	949,900	1,088,900	(139,000)	-12.77%
8625	Contractual Parking Ops. (Self-Park / Valet)	2,598,750	4,950,000	(2,351,250)	-47.50%
8626	Contractual Transportation Services	650,000	2,452,000	(1,802,000)	-73.49%
8702	Noise Consultants	87,000	87,000	-	0.00%
8704	Legal Services	650,000	650,000	-	0.00%
8706	Audit Services	140,000	115,000	25,000	21.74%
8708	Professional Management Services	14,712,000	14,523,300	188,700	1.30%
8709	Engineering Services	85,000	100,000	(15,000)	-15.00%
8710	Financial Services	555,000	900,000	(345,000)	-38.33%
8711	Other Professional Services	1,425,300	2,002,800	(577,500)	-28.83%
8715	Environmental Services	300,000	65,000	235,000	361.54%
8804	Bad Debt Expense	4,000	4,000	-	0.00%
8816	Insurance	1,556,000	1,450,000	106,000	7.31%
8818	Public Relations / Advertising	73,500	130,000	(56,500)	-43.46%
8819	Air Service Retention and Development	80,000	950,000	(870,000)	-91.58%
8822	Licenses, Permits and Fees	272,650	265,000	7,650	2.89%
8825	Uninsured Loss	10,000	10,000	-	0.00%

<b>TOTAL O &amp; M EXPENDITURES</b>	<b>\$ 42,189,063</b>	<b>\$ 48,374,375</b>	<b>\$ (6,185,312)</b>	<b>-12.79%</b>
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**O & M EQUIPMENT AND PROJECTS**

9010	Vehicles / Equipment	\$ -	\$ 212,750	\$ (212,750)	-100.00%
9022	Other Machinery / Equipment	26,500	252,500	(226,000)	-89.50%
9026	Office Equipment / Systems	125,000	85,000	40,000	47.06%

<b>TOTAL O &amp; M EQUIPMENT / PROJECTS</b>	<b>\$ 151,500</b>	<b>\$ 550,250</b>	<b>\$ (398,750)</b>	<b>-72.47%</b>
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<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 42,340,563</b>	<b>\$ 48,924,625</b>	<b>\$ (6,584,062)</b>	<b>-13.46%</b>
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**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY  
ADOPTED FY 2020/2021 ("FY 2021") BUDGET  
FACILITY IMPROVEMENT (CAPITAL) PROGRAM**

PROJECT DESCRIPTION		Cost	Funded By PFC	Funded By AIP Grant	Funded By CARES Grant	Airport Share
<b>BUILDING IMPROVEMENTS</b>						
1)	Minor Building Improvements	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
<b>TOTAL BUILDING IMPROVEMENTS</b>		<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>EQUIPMENT</b>						
2)	ARFF Truck Replacement	\$ 875,000	\$ -	\$ 685,015	\$ 189,985	\$ -
3)	Airfield Maintenance Equipment	265,000	265,000	-	-	-
<b>TOTAL EQUIPMENT</b>		<b>\$ 1,140,000</b>	<b>\$ 265,000</b>	<b>\$ 685,015</b>	<b>\$ 189,985</b>	<b>\$ -</b>
<b>RUNWAY / TAXIWAY / ROADWAY PROJECTS</b>						
4)	Twy D7 Connector, G Infield & Delta Ramp Rehab.	\$ 2,295,000	\$ -	\$ 1,849,540	\$ 445,460	\$ -
<b>TOTAL RUNWAY / TAXIWAY / ROADWAY</b>		<b>\$ 2,295,000</b>	<b>\$ -</b>	<b>\$ 1,849,540</b>	<b>\$ 445,460</b>	<b>\$ -</b>
<b>NOISE MITIGATION</b>						
5)	Residential Acoustical Treatment Program ( <i>multi-year</i> )	\$ 125,000	\$ 24,263	\$ 100,737	\$ -	\$ -
<b>TOTAL NOISE MITIGATION</b>		<b>\$ 125,000</b>	<b>\$ 24,263</b>	<b>\$ 100,737</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DEVELOPMENT</b>						
6)	Replacement Passenger Terminal Project ( <i>multi-year</i> )	\$ 960,000	\$ 174,690	\$ 725,310	\$ -	\$ 60,000
<b>TOTAL DEVELOPMENT</b>		<b>\$ 960,000</b>	<b>\$ 174,690</b>	<b>\$ 725,310</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b>TOTAL FACILITY IMPROVEMENT PROGRAM</b>		<b>\$ 4,570,000</b>	<b>\$ 463,953</b>	<b>\$ 3,360,602</b>	<b>\$ 635,445</b>	<b>\$ 110,000</b>

**Notes:**

- 1) Airport funded appropriations in the amount of \$50,000 have been included to address small projects that may arise during the fiscal year.
- 2) ARFF Truck Replacement programmed with funding from a yet to be awarded AIP Grant in the approximate amount of \$685,015 with the balance from CARES Act Grant funds (\$189,985). Acquisition will not take place until all grant funding awarded and in place.
- 3) Airfield Maintenance Equipment (Runway Sweeper and Ramp Scrubber) to be funded through an already approved Passenger Facility Charge application.
- 4) This Pavement Rehabilitation project is programmed to be funded with a yet to be awarded AIP Grant in the approximate amount of \$1,849,540 with the balance from CARES Act Grant funds (\$445,460). The project will not commence until all grant funding awarded and in place.
- 5) Appropriations included to commence RATP project for remaining eligible units subject to the award of AIP Grant funding. This project will not commence until grant funding awarded and in place.
- 6) Appropriations in the amount of \$900,000 included to complete the Environmental Impact Statement (EIS) for the Replacement Passenger Terminal. These costs are funded through an already awarded AIP Grant and approved PFC application. While all other components of the project are on hold, an additional amount of \$60,000 has been included to allow for limited continued consulting support services.