



Weekly Management Report

July 8, 2022

- 1. Minutes** Civil Service Board
Meeting on June 1, 2022
Management Services Department
 - 2. Notice** Burbank Airport Commissioners Monthly Report
Burbank-Glendale-Pasadena Airport Authority
-

June 1, 2022
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present: Iveta Ovsepyan, Chairperson
Jacqueline Waltman, Vice-Chairperson
Richard Ramos, Secretary
Linda Barnes

Members not present: Matthew Doyle

Also present: Daniel Amaya, Administrative Analyst I
Ayman Arraj, Electrical Engineer
Jim Compton, Assistant General Manager - BWP
Vincent Hartung, Manager Communication Systems
David Hernandez, Mgr Transmission & Dist Engineering
David Lasher, Administrative Analyst II
Jina Oh, Senior Assistant City Attorney
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 4-0 to approve the minutes of the regular meeting of May 4, 2022.

Proposed Amendments to Classification Plan

- a. **Revision of the Specifications for the Classifications of Communications Technician Supervisor, Senior Communications Technician, and Communications Technician, and Revision of the Title and Specification for the Classification of Communications Technician Aide to Communications Technician Trainee**

MOTION CARRIED: It was moved by Mr. Ramos, seconded by Ms. Waltman and carried 4-0 to approve the revision of the specifications for the classifications of Communications Technician Supervisor, Senior Communications Technician, and Communications Technician, and revision of the title and specification for the classification of Communications Technician Aide to Communications Technician Trainee.

Recruitment and Selection Report – May 2022

RECOMMENDATION: Note and file.

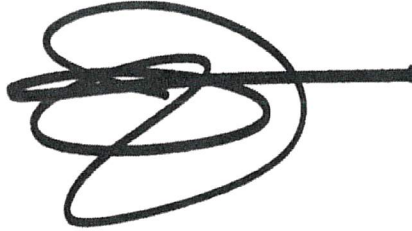
Appointments and Assignments

For the month of June, 2022, there were four provisional appointment extensions and one temporary assignment extension. The extensions were being sought on behalf of the Burbank Water and Power Department and the Public Works Department.

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month of June, 2022.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:55 p.m.



Julianne Ventura
Assistant Management Services Director

APPROVED:

_____ DATE _____
Iveta Ovsepyan, Chairperson

_____ DATE _____
Richard Ramos, Secretary

**BURBANK AIRPORT COMMISSIONERS
MONTHLY REPORT
JUNE 2022**

TO: **Airport Council Liaisons**
Mayor Jess Talamantes
Vice Mayor Konstantine Anthony

FROM: **Burbank Airport Commissioners**
Emily Gabel-Luddy
Bud Ovrom
Paul Dyson

COPIES: City Manager, City Attorney, City Clerk

DATE: July 1, 2022

COMMISSION MEETING HIGHLIGHTS – June 6 and 20, 2022

- **Replacement Passenger Terminal (RPT) Briefing**

Prior to providing an excellent briefing on the Progressive Design Build project delivery method, Project Manager Roger Johnson announced that June 20 was an ‘exciting day’, because at 2PM all the proposals were due from the Design Build teams who will be competing for the RPT contract! Later in the week Frank Miller advised the Commissioners that, after vetting, the Authority had received “5 qualified and competitive proposals” and that staff was “pleased with the response”.

Selection of the Short List finalists, perhaps 3 teams, is scheduled for the July 18 Commission meeting. The final contract award is anticipated for December 19, 2022.

- **Budget Adopted for FY2022-23**

At its meeting on June 6, the Commission unanimously approved the Budget for FY 2022-23. The budget is balanced and utilizes another \$4.6 million in previously authorized Federal Relief Grant Funds (still have slightly over \$11 million remaining from the original authorizations of \$52 million). All debt service obligations are fully funded, and no Authority reserves were used for the operating budget. The Airlines reviewed and concurred with the budget, appreciative of the fact that there were no increases in rates or charges.

For FY2022-23 operating revenues are budgeted to be \$63,970,000 – a 63.23% increase over pandemic impacted FY2021-22 and 6.17% over the pre-pandemic budget of 2019-20.

This restoration of the Authority's fiscal health is driven by increased passenger activity (noted below) and the leasing of previously vacant hangers (the hangers at BUR are now effectively 100% leased for the first time in recent memory).

In FY2020-21, BUR experienced a 71.4% decrease in passengers from pre-pandemic levels. For the first 10 months of FY2021-22, passengers were down by only 15%, and March and April surpassed pre-covid levels by 4.5% and 5.6% respectively. Although we anticipate good summer and holiday seasons, the FY2022-23 budget is still predicated on a 15% decrease in passenger activity (an 85% recovery) because there are still 'clouds on the horizon' – covid surges, unstable global events, volatile fuel prices, inflation, the distinct possibility of a recession, etc. We are already dealing with the slow recovery of business travel and economic conditions could also start to negatively impact discretionary leisure travel.

Of particular interest to the City, even with this conservative approach of 'only' an 85% recovery, the parking tax paid to the city is budgeted at \$2,544,643, compared to \$1,150,179 for FY 2021-22.

Overall, operating and maintenance expenses are budgeted at \$55,415,000, up 13.27% from pre-covid 2019-20 and 21.06% over 2021-22. Three new positions are being added to the staffing and funding for some programs (such as the Air Quality Improvement Program) are being beefed-up.

With the RFQ process for the proposed Replacement Passenger Terminal now in full swing, the FY2022-23 budget also provided \$34,225,000 cash outlay on the expectation that a Progressive Design Builder will commence work in January 2023. These funds would be taken from Authority cash reserves and replenished at an appropriate time with commercial financing.

- **Standing and Ad Hoc Committee Structure and Functions Review**

At the request of Paul Dyson and Bud Ovrom, the Commission reviewed the structure and functions of the Authority's committees at the June 20 meeting.

Following those discussions, the Commission unanimously voted to dissolve the Replacement Terminal Ad Hoc Committee. This committee was formed in 2016 to 'work on matters associated with the Replacement Terminal Project ... that included providing direction to staff and the consultants on issues related to the environmental impact report, the development agreement, and entitlements for the project.' That work was effectively completed with the passage of Measure B and approval of the Development Agreement. Subsequently, staff continued to use the Ad Hoc Committee on other matters related to the RPT. Because it was an Ad Hoc Committee, it was not covered by the Brown Act and its meetings were not 'Noticed' and not open to the public or other Commissioners. At this meeting the Commissioners concluded that we had reached a point with the progress of the RPT that all future work done by the Commission and the Committees should be done at Noticed public meetings (except in those rare cases where the Brown Act authorized the use of a Closed Session).

In a second motion, the Commission voted unanimously to direct its General Counsel to bring back for consideration a Resolution to establish an Executive Committee, consisting of the three Officers – President, Vice President and Secretary. This Executive Committee could assume many of the responsibilities of the Ad Hoc Committee and any other duties that would be appropriate and beneficial to the operation of the Authority. It would be a Standing Committee and governed by the Brown Act. The motion also included direction for the General Counsel and staff to review the duties and workload of the existing three Standing Committees and to make recommendations on any updating that might be warranted. This would be the first comprehensive review of the Standing Committees since they were established in 1997.

- **Passenger Statistics**

Statistics for **April** and **May** continue the trend reported in March.

Revenue Passengers April 2022:	513,138	April 2019	486,027	Change:	5.58%
Revenue Passengers May 2022:	530,751	May 2019:	499,289	Change:	6.30%
Revenue Passengers Jan-May 2022:	2,215,015	Jan-May 2019:	2,382,566	Change:	-7.03%

The other regional airports are enjoying similar increases. Parking revenue (**April**) again exceeds pre-Covid levels thanks to the continuing preference of passengers to use their own vehicles. Revenue from ride share is down 16.96% while parking revenue is up 29.14% compared to 2019, at \$2,310,874.

REPORTS FROM STANDING COMMITTEES

- **Finance Committee**

With passenger activity starting to consistently be above pre-pandemic levels, revenues continue to be considerably higher than our conservative projections in the 2021-22 Budget. Cash receipts for April were budgeted at \$3,596,245 and came in at \$6,616,262! Fiscal year-to-date cash receipts for the first 10 months were budgeted at \$30,722,745 and came in at \$56,426,010 – a positive variance of over \$25,000,000!

With more activity expenditures are also up, but not proportionately. We have certain fixed expenses, regardless of whether the planes are half empty or totally full. Cash disbursements YTD as of the end of April are \$1,497,772 over what was budgeted.

The bottom line is that after 10 months our cash receipts over disbursements are \$24,205,493 more than what was budgeted for this period! We will need it when the time comes to pay for the Replacement Passenger Terminal.

- Legal, Government and Environmental

Voted to recommend to Commission extension of consultant contracts related to support services for the Replacement Passenger Terminal; some of which will be reduced in cost, all of which are fully funded.

- Operations and Development Committee

At the June 6 meeting the O&D committee recommended a staff requested one year extension of the agreement with the parking management company, SP Plus Corp. SP Plus has had the contract since 2018, a three-year term with two extensions of one year. This is the second extension. Staff expressed a high level of satisfaction with the performance of the service, especially given the need for an almost complete shutdown during the pandemic, and a gradual return to normal operations. The contract will be bid out next year.

At the June 20th meeting O&D made the unusual recommendation, at the request of staff, to pre-approve expenditures on new vehicles passenger vehicles (hybrid SUVs). There are bottlenecks in supply of passenger cars, trucks and SUVs resulting in a shortage at the retail level. When vehicles become available of the type required swift action is needed to secure the purchase. The 2023 budget included \$434,000 for six vehicles of various types and staff will now have authority to issue purchase orders should a vehicle or production slot become available. Staff will immediately report all such actions to the committee.