

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, April 26, 2017
Council Chambers – City Hall
201 W. Palmetto Park Road, Boca Raton, Florida

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Members. Wednesday, Wednesday April 26, 2017 the Executive Director, in writing, via the Agenda Request Form, at least twenty (20) days before the Authority meeting. Such written requests must be in sufficient detail to identify the subject matter, as well as, the contact person who will represent the matter before the Authority. The Boca Raton Airport Authority reserves the right to not consider matters over which the Authority has no jurisdiction.

This meeting will be televised on Comcast channel 20 in the City of Boca Raton, and on AT&T U-Verse channel 99 throughout Palm Beach County and will also be videotaped for broadcast at a later date. The meeting will also be streamed live to the Boca Raton Airport Authority Website, www.bocaairport.com and may also be heard on the radio on 1650 AM.

I. ROLL CALL

GENE FOLDEN	CHAIR
CHERYL BUDD	VICE-CHAIR
MITCHELL FOGEL	SECRETARY/TREASURER
RANDY NOBLES	BOARD MEMBER
MELVIN POLLACK	BOARD MEMBER
TOM THAYER	BOARD MEMBER

II. APPROVAL OF MINUTES

- A. Consider approval of Minutes for the Regular Meeting of March 15, 2017.
- B. Consider approval of Minutes for the Special meeting of April 11, 2017.
- C. Consider approval of Minutes for the Board Workshop of April 11, 2017.

III. AGENDA CHANGES

IV. PUBLIC REQUESTS

If any member of the public wishes to provide comment on any item, the time to do so is now. Please complete a public comment card identifying the item upon which you wish to be heard and provide it to Ms. Landers. The public comment cards are located in the lobby. Each member of the public wishing to comment will be provided with 3 minutes to do so. The Chair reserves the right to move the public comment opportunity on a specific agenda item to the point in the agenda when that item is to be considered and /or to extend the allotted time per speaker.

V. CONSENT AGENDA

VI. FEDERAL, STATE AND MUNICIPAL INPUT

VII. FINANCIAL REPORT

A. Presentation of the March 2017 Financial Report.

Consider a Motion for approval of the Financial Report for March 2017.

VIII. TENANT REPORTS AND REQUESTS

A. Civil Air Patrol Request for Additional Financial Assistance.

B. Request from Boca Aircraft Owners, Inc. to amend their Lease and Operating Agreement with the Boca Raton Airport Authority.

Consider Resolution No. 04-08-17 of the Boca Raton Airport Authority further amending the Lease and Operating Agreement with Boca Aircraft Owners, Inc.

IX. EXECUTIVE DIRECTOR AND STAFF REPORTS

A. Noise Abatement/Operations Summary for the Month of March 2017.

B. Federal Contract Tower Program Update.

C. Commercial Property Insurance Policy Renewal.

D. Commercial Inland Marine Insurance Policy Renewal.

E. Proposed Amendments to BRAA Bylaws - First Reading.

F. Airport Projects Update .

G. Spring Tenant Appreciation Luncheon Update.

X. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

XI. PUBLIC COMMENT

XII. OTHER BUSINESS

XIII. MISCELLANEOUS

The next meeting is scheduled for May 17, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

XIV. ADJOURNMENT

Respectfully Submitted,
Clara Bennett
Executive Director

**Boca Raton Airport Authority
Meeting Minutes
March 15, 2017
Boca Raton City Hall – Council Chambers**

Chair Gene Folden called the meeting to order at 6:00 P.M.

BOARD MEMBERS

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
David Milledge	Board Member - Absent
Randy Nobles	Board Member
Melvin Pollock	Board Member
Thomas Thayer	Board Member

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman & Walker
Amy Petrick, Esquire – Lewis Longman & Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Jose Blanco, Operations Coordinator
Robert Abbott, Operations Coordinator

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority Website, www.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the February 15, 2017 Regular Meeting was made by Mr. Pollack and seconded by Ms. Budd. The Motion was carried unanimously.

AGENDA CHANGES

Ms. Bennett asked to move Agenda Item X-A, discussion of investment policy, to new Item VII-B.

A MOTION to approve the agenda change was made by Ms. Budd and seconded by Mr. Pollack. The Motion was carried unanimously.

CONSENT AGENDA

There were no items on the Consent Agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for February 2017.

Mr. Thayer asked what was done with the three CD's that had expired this year and what the disposition was for those CD's.

Ms. Camilo reminded the Board that the CD in January was moved to operating and used to fund expenses related to the EMAS project, and the two CD's from February were being combined and invested in a 10-month CD at City National Bank.

A discussion ensued.

A MOTION to approve the Financial Report for February 2017 was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Thayer opened a discussion on BRAA Investment Policy.

Mr. Thayer recommended we adopt everything that was inferred in the presentation given by Lewis Longman, & Walker.

Ms. Petrick explained that the presentation is a guideline showing what is involved in setting up an investment policy under F.S. 218.415.

Ms. Bennett further explained the guidelines and requirements that must be incorporated into an investment policy, should the Board choose to adopt one in accordance with F.S. 218.415(16).

A discussion ensued.

Mr. Antonio Grau Jr, Grau & Associates provided input and recommendations regarding the BRAA Investment Policy. Mr. Grau stated he does not feel there are enough funds to work with, and that the time and costs involved would not be worth the added returns for the Boca Raton Airport Authority.

Mr. Folden requested that the staff research other Special Independent Districts who have their own investment policies to see what their costs are to administer the program, what their returns are, and the dollar amounts that they have available to invest.

Mr. Thayer expressed his concern that the Airport is missing out on a large return.

Ms. Bennett asked Mr. Thayer what his recommendation for an investment would be. Mr. Thayer stated the Boca Raton Airport Authority should invest in S&P 500 index ETF with a firm like Vanguard or Fidelity.

Mr. Diffenderfer stated that it is not a permissible investment.

Mr. Fogel stated the Airport Authority has spent too much time discussing this, when it is apparent this is something we cannot do.

TENANT REPORTS AND REQUESTS

Mr. Blanco requested approval for Signature Flight Support to host a Special Event for Delta Private Jets on April 5, 2017.

A MOTION to approve Resolution No. 03-05-17 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support to hold a private invitation only Special Event on April 5, 2017 for Delta Private Jets was made by Mr. Thayer and seconded by Ms. Budd. The motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Folden reported that the Noise Abatement/Operations Summary for the month of February was included in the agenda package.

Ms. Bennett presented the BRAA Bylaws amendments that were discussed at the January meeting.

A MOTION to approve Resolution No. 03-06-17 of the Boca Raton Airport Authority adopting amended Boca Raton Airport Authority Bylaws was made by Mr. Fogel and seconded by Mr. Thayer. The motion carried unanimously.

Mr. Michael Schneider, Green Integrated Marketing gave an update on the BRAA Community Engagement & Corporate Identity Program, focusing on performance indicators for the social network and website part of the program.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Thayer requested a date be selected for the next quarterly Board Workshop. Staff was directed to find a suitable date and to establish a quarterly schedule.

Mr. Folden distributed a proposed Drug and Alcohol Free Workplace Policy. Legal has been asked to review the policy and it will be placed on the Workshop Agenda for additional discussion.

Mr. Nobles introduced himself and gave some background information.

Ms. Budd reminded the Board that potential topics for the workshop need to be submitted to the Executive Director. Ms. Bennett confirmed and added that she will work together with the Chair to set the agenda for the upcoming workshop.

Mr. Pollack recommended that on the weekends when there is a TFR, the Airport Authority should have at least one staff member in the office on Saturday and Sunday.

Mr. Pollack asked if the Executive Director and staff are exempt from the Palm Beach Ethics Standards. Ms. Petrick reminded the Board that staff and Board Members have to meet Chapter 112 of the State Ethics requirements.

Mr. Pollack mentioned that at the January Workshop the topic of staff salaries and performance bonuses was not discussed. Mr. Pollack asked that the topic be included in the next workshop.

Mr. Thayer reminded the Board that Mr. Helwig did a lot of research on salaries and bonuses and he believes this information should be shared with Mr. Nobles and be available for budget discussions.

Ms. Bennett mentioned that such an analysis should consider truly comparable airports as well as the vision and goals that the Board has established as differentiators. Ms. Budd strongly recommended that the Board should contemplate hiring an independent entity that specializes in wage and benefit studies specific to airports to provide the evaluation. This should be done by a professional, not by phone surveys done by Members of the Board or staff.

PUBLIC INPUT

There was no Public Input.

OTHER BUSINESS

Ms. Mel Jones, representing Vital Flight, spoke regarding their upcoming Kids Day. Due to the recent TFR's and the inability to plan for them, Vital Flight has made the decision to move the Kids Day to Opa Locka this year.

Ms. Bennett introduced Travis Bryan the new Operations Manager to the Board.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, April 19, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 8:25 p.m.

Gene Folden, Chair

Date

**Boca Raton Airport Authority
Special Meeting Minutes
April 11, 2017
Boca Raton Airport Authority Administration Building**

Chair Gene Folden called the meeting to order at 12:47 p.m.

BOARD MEMBERS

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
Randy Nobles	Board Member
Melvin Pollock	Board Member
Thomas Thayer	Board Member

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman Walker
Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Jose Blanco, Operations Coordinator
Robert Abbott, Operations Coordinator

The meeting was recorded for playback on the Boca Raton Airport Authority Website, www.bocaairport.com.

EXECUTIVE DIRECTOR AND STAFF REPORTS

The City of Boca Raton has requested use of the Council Chambers on April 19, 2017 requiring the rescheduling of our regular April Meeting. Ms. Bennett explained that a change to a Regular Meeting date requires a Board resolution, in accordance with the Airport Authority Bylaws. Ms. Bennett also recommended that the change to the December meeting date be included in the resolution.

A MOTION was made to approve Resolution No. 04-07-17 of the Boca Raton Airport Authority to change the April 19, 2017 Regular Meeting to April 26, 2017 and the December 20, 2017 Regular Meeting to December 13, 2017 was made by Mr. Thayer and seconded by Mr. Pollack. The MOTION passed unanimously.

PUBLIC INPUT

There was no public input.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, April 26, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 12:51 p.m.

Gene Folden, Chair

Date

**Boca Raton Airport Authority
Workshop Minutes
April 11, 2017
903 NW 35th Ave
Boca Raton, FL 33531
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on April 11, 2017 at 1:00 P.M. The workshop was open to the public.

MEMBERS IN ATTENDANCE

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
Randy Nobles	Board Member
Melvin Pollack	Board Member
Tom Thayer	Board Member

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman & Walker
Amy Petrick, Esquire – Lewis Longman & Walker

STAFF IN ATTENDANCE

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Christine Landers, Business Manager
Travis Bryan, Operations Manager
Jose Blanco, Operations Coordinator
Robert Abbott, Operations Coordinator

Welcome and Introduction

Mr. Folden called the meeting to order at 1:00 p.m. and welcomed the attendees.

I. Discussion on Boca Raton Airport Authority Investment Policy

Mr. Thayer mentioned that the presentation given by Ms. Petrick states “other investments authorized by law or by ordinance for a county or a municipality” and in our case that is Palm Beach County and the City of Boca Raton.

Ms. Petrick explained that the reference to the passage Mr. Thayer read applied to the city or county ordinance. The BRAA special act does not include that option.

Mr. Thayer asked if Legal Counsel can develop language allowing different investments. Ms. Petrick advised that the Board would have to go to the State Legislature to amend

the BRAA special act. Mr. Diffenderfer also explained the language in the statute as to what the Airport Authority can do under its special act.

A discussion ensued.

Mr. Folden recommended Mr. Thayer to work on the legislative aspect of having the enabling act revised if he wished to continue.

II. Discussion on BRAA Drug and Alcohol Free Workplace Policy

Ms. Petrick gave a presentation on Drug and Alcohol Free Workplace Policy. She focused on two questions. What is required by Federal or State law, including grant funding requirements? What is allowed by Federal law?

Ms. Petrick advised that BRAA is not required to do random or pre-employment drug tests.

A discussion ensued.

Ms. Petrick explained that the FAA has mandatory suspicion-less testing for safety-sensitive positions. Based on the current job descriptions at the BRAA there are no "safety-sensitive" positions. Possibly two positions could be redescribed to fit the safety sensitive definition.

Ms. Petrick discussed the consequences of doing pre-employment and random drug testing in the work place in relationship to Fourth Amendment rights.

A discussion ensued

Ms. Petrick provided her recommendations.

Mr. Folden said he would work with Ms. Petrick and bring a revised policy to the Board.

III. Discussion on BRAA Compensation

Ms. Budd reminded the Board that approximately nine months ago the staff did a comparison of salaries and benefits.

Ms. Bennett gave an overview of the BRAA compensation structure, showing the history from 2011 to current.

A discussion ensued.

The Board directed staff to update the analysis done in 2014. Ms. Bennett will provide the Board with a scope of work for the comparisons.

Mr. Neil Haynie complemented Ms. Bennett on achieving a 25% reduction in personnel expenses during her tenure.

IV. Discussion on Future Workshop Dates and Topics

The Board discussed future workshops and agreed to schedule future workshops on an as needed basis.

V. Discussion on Meeting Participation by Telephone

Mr. Folden presented a suggested Bylaw change in reference to telephonic meeting participation.

A discussion ensued.

Mr. Folden advised he plans on bringing this forward as a Bylaws amendment to the next meeting.

Mr. Thayer asked if we can do something in the Bylaws regarding having to have a special meeting to change a meeting. Ms. Bennett agreed and said stated that Management intends to include a recommendation with the pending revisions to the Bylaws.

VI. Board Member Reports

Mr. Pollack asked about a recent Board Member resignation. Mr. Folden confirmed that Mr. David Milledge resigned earlier in the week.

Mr. Pollack asked about the policy of the Boca Raton Airport Authority to hire current or past Board Members. Ms. Petrick stated that she will research this policy and get back to the Board with her findings.

Mr. Thayer asked for an update on Customs. Ms. Bennett provided an update on construction activities and advised that Management will also present an update at the next meeting.

Mr. Thayer asked for an explanation between surplus funds and reserve funds.

Mr. Thayer questioned the way the Executive Director review is done on an annual basis.

Ms. Petrick advised that evaluations are public record after the vote is made. Any discussion ahead of time between the Members would be a violation of Sunshine law.

Mr. Thayer inquired about staffing at the Tower. Ms. Bennett reminded the Board that the contract is between the FAA and RVA not the Airport Authority. Ms. Bennett advised the Board that representatives from RVA will be attending the April 26, 2017 Board Meeting to additional address any concerns the Board may have.

Mr. Nobles recommended that we hire an outside facilitator at a future workshop to help the Board function more effectively.

Mr. Fogel mentioned the legal expenses. He wanted everyone to be aware of the costs involved with the topics being discussed.

Mr. Folden would like to amend Section 8.02 Allotted Time to change the speaking time from three minutes to five minutes.

VII. Public Comment

Mr. Neil Haynie spoke regarding the RVA contact, local noise situation in our area, he appreciated the workshop and interaction, also asked about staffing for the customs facility.

Lt. Col. Harding spoke regarding the need of a second hangar to accommodate a new plane. He is requesting the Authority consider financially supporting both of their hangars.

ADJOURNMENT

Meeting adjourned at 4:14 p.m.

Gene Folden, Chair

Date



Memo

To: Gene Folden, Chair and Board Members
From: Ariadna Camilo, Finance and Administration Manager
Date: April 26, 2017
RE: **Financial Report – March 2017**

AGENDA ITEM – VII – A

Airport Management will provide an overview of the Financial Report for the six months ending March 31, 2017.

Total Operating Revenues as of March 31, 2017 were \$1,812,549, an increase of \$87,986 or 5.1% to budget. This increase in revenue year to date is attributable to increased Fuel Flowage revenue.

Total Non-Operating Revenues as of March 31, 2017 were \$225.

Total Operating Expenses as of March 31, 2017 were \$1,036,939, a decrease of \$248,804 or 19.4% compared to budget. Significant variances in expenses compared to budget for the six months ending March 31, 2017 are as follows:

- Personnel Expenses are down \$79,734 or 15.2% to budget.
- Professional Services expenditures are down \$82,505 or 46.9% to budget, primarily due to expenses being lower than anticipated. Expenditures related to legal services for the month of March were \$15,945.

Total Non-Operating Expenses as of March 31, 2017 were \$987,809. The majority of non-operating expenses were attributable to Task 40 – Customs Facility and Task 42 – EMAS of the Capital Improvement Program. Of the total \$987,809 in Non-Operating Expenses, \$3,733 were attributable to project-related legal fees.



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Six Months Ending March 31, 2017
(unaudited)

Summary Results

	FY 2017 Annual Budget	FY 2017 March Actual	FY 2017 March Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 3,449,127	\$ 1,812,549	\$ 1,724,564	\$ 87,986	5.1%
Operating Expenses	\$ 2,571,487	\$ 1,036,939	\$ 1,285,743	\$ (248,804)	-19.4%
Operating Income/(Loss) before depreciation	\$ 877,640	\$ 775,610	\$ 438,820	\$ 336,790	76.7%
Depreciation	\$ 1,327,849	\$ 663,924	\$ 663,924	\$ -	0.0%
Net Income/(Loss)	\$ (450,209)	\$ 111,686	\$ (225,104)	\$ 336,790	-149.6%
Non-Operating Revenues	\$ 9,207,633	\$ 225			
Change in Net Assets	\$ 10,085,273	\$ 775,835			



Boca Raton Airport Authority
Actual Revenue Results Versus Budget
For the Six Months Ending March 31, 2017
(unaudited)

Revenue Summary

	FY 2017 Annual Budget	FY 2017 March Actual	FY 2017 March Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Rent Revenues	\$ 2,840,927	\$ 1,410,435	\$ 1,420,464	\$ (10,029)	-0.7%
Fuel Flowage Fees	\$ 425,000	\$ 329,831	\$ 212,500	\$ 117,331	55.2%
Interest Income	\$ 58,500	\$ 29,614	\$ 29,250	\$ 364	1.2%
Customs Facility Revenue	\$ 36,000	\$ -	\$ 18,000	\$ (18,000)	-100.0%
Other Revenues	\$ 88,700	\$ 42,669	\$ 44,350	\$ (1,681)	-3.8%
Total Operating Revenues	\$ 3,449,127	\$ 1,812,549	\$ 1,724,564	\$ 87,986	5.1%
FDOT Grants	\$ 2,487,633	\$ -			
FAA Grants	\$ 6,720,000	\$ 225			
Total Non-Operating Revenues	\$ 9,207,633	\$ 225			



Boca Raton Airport Authority
Actual Expense Results Versus Budget
For the Six Months Ending March 31, 2017
(unaudited)

Expense Summary

	FY 2017 Annual Budget	FY 2017 March Actual	FY 2017 March Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,046,654	\$ 443,593	\$ 523,327	\$ (79,734)	-15.2%
Professional Services	\$ 352,000	\$ 93,495	\$ 176,000	\$ (82,505)	-46.9%
Operating Expenses	\$ 239,339	\$ 119,548	\$ 119,670	\$ (121)	-0.1%
Airport Operations	\$ 461,691	\$ 198,634	\$ 230,845	\$ (32,211)	-14.0%
Insurance Expense	\$ 181,711	\$ 67,101	\$ 90,855	\$ (23,755)	-26.1%
ATCT Facility	\$ 51,432	\$ 30,418	\$ 25,716	\$ 4,702	18.3%
Customs Facility	\$ 77,808	\$ -	\$ 38,904	\$ (38,904)	-100.0%
Marketing & Special Events	\$ 160,852	\$ 84,151	\$ 80,426	\$ 3,725	4.6%
Total Operating Expenses	\$ 2,571,487	\$ 1,036,939	\$ 1,285,743	\$ (248,804)	-19.4%
Capital Outlay	\$ 200,500	\$ 20,215			
Capital Improvement Program	\$ 10,109,541	\$ 967,594			
Total Non-Operating Expenses	\$ 10,310,041	\$ 987,809			



Boca Raton Airport Authority
Balance Sheet Summary
March 31, 2017
(unaudited)

Summary Results

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 332,712	Accounts Payable	\$ 210,102
Receivables	\$ 136,198	Due to Other Governments	\$ 141,632
Due From Other Governments	\$ 144,005	Compensated Absences, short-term	\$ -
Money Markets	\$ 2,530,161	Deferred Rent Income	\$ 144,891
Certificates of Deposit	\$ 3,606,208		
Certificates of Deposit, Restricted	\$ 182,683	Total Current Liabilities	\$ 496,624
Other Assets	\$ 71,749		
Total Current Assets	\$ 7,003,717	Non-Current Liabilities	
Non-Current Assets		Security Deposits	\$ 167,879
Rent Receivable	\$ 521,345	Compensated Absences, long-term	\$ 8,523
Capital Assets		Total Non-Current Liabilities	\$ 176,402
Land	\$ 1,791,886	Total Liabilities	\$ 673,026
Avigation Easements	\$ 4,835,961	Capital	
Project in Progress	\$ 13,577,904	Florida Operations Trust Fund	\$ 267,950
Buildings	\$ 2,854,224	Retained Earnings	\$ 30,812,233
Land Procurement	\$ 955,070	Contributed Capital - Federal	\$ 317,029
Leasehold Improvements	\$ 8,220,981	Contributed Capital - State	\$ 6,430,281
Furniture, Fixtures, and Equipment	\$ 2,665,440	Net Income	\$ 111,911
Infrastructure	\$ 13,646,351		
Less Accumulated Depreciation	\$ (17,460,450)	Total Capital	\$ 37,939,403
Total Non-Current Assets	\$ 31,608,713	Total Liabilities & Capital	\$ 38,612,430
Total Assets	\$ 38,612,430		



Memo

To: Gene Folden, Chair and Board Members

From: Robert Abbott, Operations Coordinator

Date: April 26, 2017

RE: **Civil Air Patrol Request for Financial Assistance**

AGENDA ITEM – VIII-A

The Airport Authority has provided a hangar for meeting and storage in support of the Civil Air Patrol (CAP) since the 1990's. The current annual expense is \$5,288.76, approved in January 2017.

On April 1, 2017 Airport Management received a request from the Civil Air Patrol for financial assistance to lease a second hangar for storage of a new airplane at an annual cost of \$7,590 and a total annual support of \$12,878.76.

Representatives from CAP will be in attendance at the meeting to answer any questions regarding the request.



**BOCA RATON COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**
3980 AIRPORT ROAD, BLDG 5, HANGAR 1A
BOCA RATON, FL 33431-6413
(561) 900-0323 www.capboca.org



1 April 2017

Robert Abbott, Operations Coordinator
Boca Raton Airport Authority
903 N.W. 35th Street
Boca Raton, FL 33431

Dear Mr. Abbott,

The United States Air Force Auxiliary, Civil Air Patrol (CAP), has been serving the community of Boca Raton since before World War II. Our missions have included everything from bombing German U-Boats off the coast of Florida, to assisting city officials after Hurricane Wilma, to locating a missing Boca aircraft a last summer. We also have a very strong cadet program for youths between the ages of 12 and 21 and an Aerospace Education program to inform the public about the benefits of aviation.

I have been tasked with reestablishing a fully functional search and rescue mission base at the Boca Raton airport. One of our objectives is to obtain and secure a modern USAF rescue aircraft to increase our mission effectiveness. Our current rescue aircraft tiedown was relocated to the midfield general aviation ramp at Atlantic Aviation over half a mile from our squadron facility last year reducing our mission effectiveness. Our current aircraft is also down for extensive maintenance for the next few months due to corrosion further reducing our rescue capability. The USAF has offered us a brand new Cessna 182T – G1000 equipped aircraft with a full SAR package to replace our aged C172. One of the requirements to have this aircraft assigned to the Boca Raton unit is that it be stored in an aircraft hangar when not in use.

We would like to formally request the Boca Raton Airport Authority's assistance in procuring an appropriate hangar for us to store our aircraft. I have spoken with Bill Fairman, Jr. (Boca Aircraft Owners, Inc. / Fairman & Associates, Inc.) regarding the availability of a hangar. He advised us that the hangar immediately adjacent to our mission base is being vacated this month. Unfortunately, he said he has a waiting list for that unit so that it may not be available for us to rent. He did say that he had a hangar (#48) that was reasonably close to us that was available for \$632.50 per month. We would like to ask if the Boca Raton Airport Authority could find it in their budget to rent this hangar on our behalf for the exclusive use of the Civil Air Patrol rescue aircraft. This would be a recurring expense.

Again, I would like to thank the Boca Raton Airport Authority for their continued support of the United States Air Force Auxiliary Civil Air Patrol unit at Boca Raton airport. Any assistance you could provide to meet our objectives would be greatly appreciated! As always, we are at your disposal to serve as needed. If you have any questions, please let me know. I may be reached at mharding@flwg.us or (954)658-8618 (Cell).

Very Sincerely,

MICHAEL T. HARDING, Lt Colonel, CAP
Commander



Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: April 26, 2017

RE: **Boca Aircraft Owners, Inc. – Eighth Amendment to Lease and
Operation Agreement**

AGENDA ITEM – VIII – B

In accordance with the terms of the Lease Agreement with Aircraft Owners, Inc. (Boca Aircraft Owners), ownership of Hangars 1-5 revert to the Authority on April 30, 2017. Also in accordance with the terms of the Lease, Airport Management and representatives of Boca Aircraft Owners have been diligently negotiating in good faith to set a rental rate and method for future adjustments, but have been unable to come to terms by the Rent Period starting May 1, 2017.

Both parties have agreed a brief, three month extension of the negotiation period is needed in order to allow additional negotiation before entering into arbitration, if necessary, prior to the setting of a new rental rate. A draft Eighth Amendment to the Lease has been prepared reflecting the agreed-upon extension and has been presented to Boca Aircraft Owners for execution.

Airport Management recommends that the Authority approve the Eighth Amendment to the Lease and adopt Resolution No.04-08-17 providing for such approval.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION NO. 04-08-17

**A Resolution of the Boca Raton Airport Authority further amending the
Lease and Operating Agreement with Boca Aircraft Owners, Inc.**

WHEREAS, The Boca Raton Airport Act, Laws of Florida, provides that the Boca Raton Airport Authority (the "Authority") shall have jurisdiction over the operation, maintenance of, and improvements to the Boca Raton Airport;

WHEREAS, the Authority entered into a Lease and Operating Agreement with Boca Aircraft Owners, Inc. on or about October 5, 1983, and the parties have amended that Lease seven times, (collectively, the "Lease"); and

WHEREAS, the Lease provides that the ownership of Hangars One through Five reverts to the Authority as of May 1, 2017; and

WHEREAS, the Lease further provides that the parties negotiate for a period of one hundred twenty (120) days regarding the setting of a rental rate and adjustments thereto, reflecting the Authority's ownership of the Hangars; and

WHEREAS, the Lease provides that the parties enter arbitration if the rental rate cannot be agreed to in the one hundred twenty (120) day negotiation period; and

WHEREAS, the parties believe that a brief extension of the negotiation period for a period of three months may provide an opportunity for a mutual resolution of the rental rate without resort to arbitration; and

WHEREAS, a draft Eighth Amendment to the Lease has been prepared by the Authority's staff, a copy of which is attached hereto as Exhibit A, and has been presented to Boca Aircraft Owners reflecting the parties' desire to extend the negotiation period for three months.

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 26th DAY OF APRIL 2017, AS FOLLOWS:

- 1. The foregoing recitals are hereby incorporated into this resolution as the legislative intent of the Authority.**
- 2. The Authority hereby agrees to the extension of the negotiation period provided for in Article VI(4)(a) of the Seventh Amendment to the Lease for a period of three months, as reflected in the draft Eighth Amendment to the Lease attached hereto as Exhibit A.**
- 3. The Authority hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 04-08-17.**
- 4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution No. 04-08-17.**

ADOPTED by the Boca Raton Airport Authority, this 26th day of April 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY

Mitchell Fogel
Secretary Treasurer

Gene Folden
Chair

EIGHTH AMENDMENT TO THE OCTOBER 5, 1983 LEASE AND OPERATING
AGREEMENT BETWEEN THE BOCA RATON AIRPORT AUTHORITY, LESSOR, AND
BOCA AIRCRAFT OWNERS, INC., LESSEE

THIS EIGHTH AMENDMENT (the "Amendment") to the Lease and Operating Agreement is made and entered into as of May 1, 2017, (the "Effective Date") by and between the BOCA RATON AIRPORT AUTHORITY, a body politic and corporate, having an office at 903 NW 35th Street, Boca Raton, Florida 33431 (the "Lessor") and BOCA AIRCRAFT OWNERS, INC., a Florida corporation, having an office at 1651 NW 1st Court, Boca Raton, Florida 33432 (the "Lessee").

WHEREAS, the Lessor and Lessee entered into a Lease and Operating Agreement dated October 5, 1983 ("Initial Lease"), as amended by a First Amendment dated March 5, 1986 ("First Amendment"), a Second Amendment dated May 6, 1986 ("Second Amendment"), a Third Amendment dated December 9, 1987 ("Third Amendment"), a Fourth Amendment dated March 9, 1992 ("Fourth Amendment"), a Fifth Amendment dated March 9, 1992 ("Fifth Amendment") a Sixth Amendment dated May 22, 1996, ("Sixth Amendment"), and a Seventh Amendment dated as of July 1, 1996 ("Seventh Amendment")(collectively, the "Lease"); and

WHEREAS, the Lease provides as follows:

Provided, however, it is understood and agreed that all structures and improvements existing upon the Leased Premises, including all additions thereto, installed or paid for by the Lessee on Effective Date, shall automatically revert to the Lessor on April 30, 2017, and that all structures and improvements to the Leased Premises, including all additions subsequent to the Effective Date shall revert to the Lessor on September 30, 2031. All structures and improvements to the Leased Premises, including any additions thereto, shall be conveyed to the Lessor by the Absolute Bill of Sale, free and clear of all encumbrances and liens. At least six (6) months prior to the respective reversion dates, Lessee shall, at its sole cost and expense, provide to the Lessor an Owners Title Insurance Policy in the amount of the structures and improvements, insuring the Lessor against loss or damage for all liens and encumbrances upon the Leased Premises and the improvements thereon.

WHEREAS, the Lease further provides in Section 7 of the Seventh Amendment, the following regarding the Rent for the Period:

Rent for the Period. Rent for the improvements to the Leased Premises for the period beginning May 1, 2017 and ending September 30, 2031 shall be determined as follows:

- a) During the first one hundred and twenty (120) days of the year 2017, the parties will negotiate in good faith for the rent, including any adjustments thereto, to be paid from May 1, 2017 through September 30, 2031. Said rent shall be in accordance with the terms, conditions and policies of Lessor in effect at the time and shall be no less than the rent being paid for similar property and uses by any

other aviation tenant on the Boca Raton Airport, and shall take into consideration the age and condition of the buildings and other improvements.

- b) If the parties are unable to agree as to the terms, consideration and form of agreement, the issues shall be submitted to binding arbitration by an impartial arbitrator selected either (i) by agreement of the parties or if they are unable to agree, (ii) by the Secretary of the Florida Department of Transportation. The arbitration shall be held on a date selected by arbitrator upon 30 days notice to the parties and the decision shall be rendered within 30 days after such hearing. The arbitration shall be final, binding, and nonappealable. The costs of arbitration shall be paid one-half by Lessee and one-half by Lessor.

WHEREAS, the parties have been diligently negotiating in good faith to set a rental rate, and adjustments thereto if any, but have been unable to come to terms by the Rent Period starting May 1, 2017; and

WHEREAS, the parties desire to provide for a brief extension of the negotiation period, in order to allow the parties to engage in additional negotiation prior to entering arbitration, if necessary, to set the new rental rate.

NOW THEREFORE, in consideration of the mutual covenants and promises contain herein the sufficiency of which is expressly acknowledged by the parties hereto, the Lessor and Lessee agree to further amend the Lease, as amended, as follows:

1. The time period provided in Paragraph 7 of the Seventh Amendment, as reproduced above, for the parties to negotiate the Rent for the Period from May 1, 2017 through September 30, 2031, shall be extended by an additional three months ("the Extended Time Period").
2. During the Extended Time Period, the rent shall initially be paid at the same rate as provided by the Lease, as amended, for the period of time immediately prior to May 1, 2017. However, once the parties agree to a Rent for the Period from May 1, 2017 through September 30, 2031, the Lessee shall pay the difference between the monthly rate initially paid during the Extended Time Period under this section, and the agreed-upon monthly rate for the Rent for the Period from May 1, 2017 through September 30, 2031. The difference between the monthly rate initially paid during the Extended Time Period under this section, and the agreed-upon monthly rate for the Rent for the Period from May 1, 2017 through September 30, 2031, shall be due no later than thirty days after the expiration of the Extended Time Period, unless agreed to in writing by the parties.
3. If, at the completion of the Extended Time Period, the parties have not been able to agree upon a rate for the Rent for the Period from May 1, 2017 through September 30,

2031, then the parties shall engage in arbitration, as set forth in Paragraph 7(b), of the Seventh Amendment, as reproduced above.

4. All other terms and conditions set forth in the Lease, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF AND INTENDING TO BE LEGALLY BOUND HEREBY,
the parties hereto have caused their official seals to be affixed by the hands of their proper officers
on the day and year first above written.

ATTEST:

Secretary

“LESSOR”

BOCA RATON AIRPORT AUTHORITY
an independent special district established
under Chapter 82-259, Laws of Florida

By: _____
Print Name/Title: _____

ATTEST:

“LESSEE”

BOCA AIRCRAFT OWNERS, INC.
a Florida Corporation

By: _____
Print Name/Title: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____,
2017, by _____, as _____ of BOCA RATON AIRPORT AUTHORITY,
an independent special district, on behalf of the Authority. He ____ is personally known to me or
____ has produced _____ as identification.

[SEAL]

Notary Public State of Florida at Large

Print Name/Serial Number, if any

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, as _____ of BOCA AIRCRAFT OWNERS, INC., a Florida Corporation, on behalf of the Corporation. He ____ is personally known to me or ____ has produced _____ as identification.

[SEAL]

Notary Public State of Florida at Large

Print Name/Serial Number, if any



Memo

To: Gene Folden, Chair and Authority Members

From: Jose Blanco, Operations Coordinator

Date: April 26, 2017

RE: **Operations and Noise Abatement Report, March 2017**

AGENDA ITEM – IX- A

Airport Management provides an overview of the Noise Abatement/Operations Summary for the month of March. This report is derived from the Air Traffic Control Tower operations report. These operations do not include night time flights, due to the tower being closed from 11:00 pm - 7:00 am.

During the month of March there were 6,998 operations reported by the Tower, which is eighteen percent (18%) more than the operations reported in March 2016.

There were eighteen (18) noise related calls received on the Airport Authority Noise Hotline during the month of March.

Deliveries of Jet A fuel to the airport during the month of March were forty percent (40%) more than March of the previous year. Av Gas deliveries during the month of March were zero-point two percent (0.2%) more than March of the previous year.

Boca Raton Airport Authority

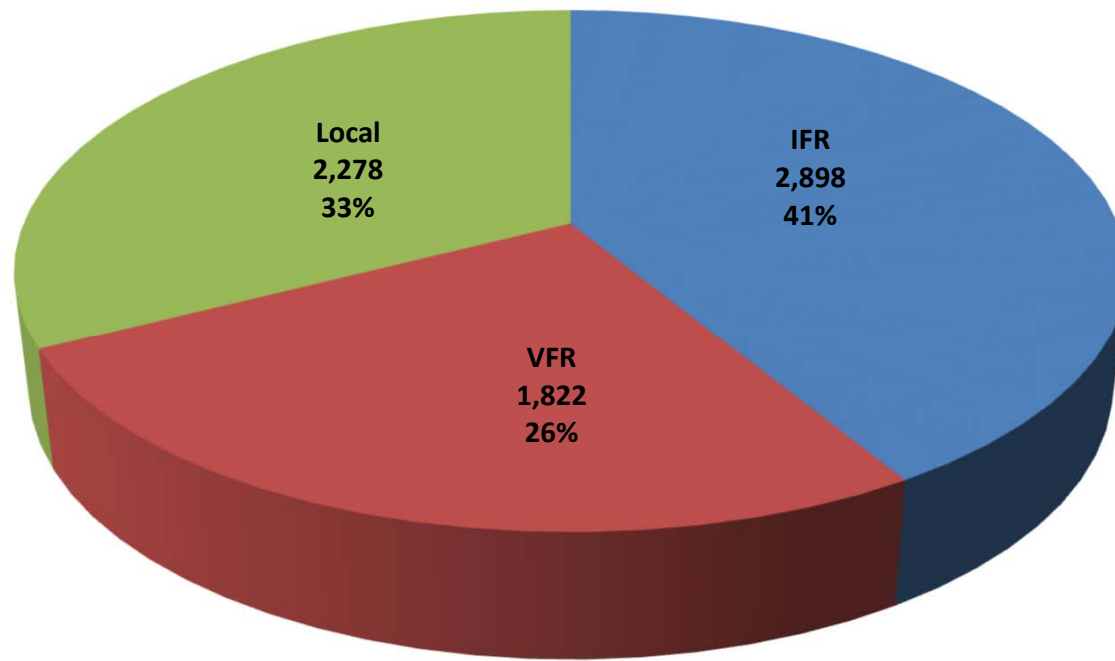
Operations / Noise Abatement Report

March 2017



**TOWER Operations Report - Arrivals/Departures
at BCT only - Over Flights are excluded**

March 2017 Operations

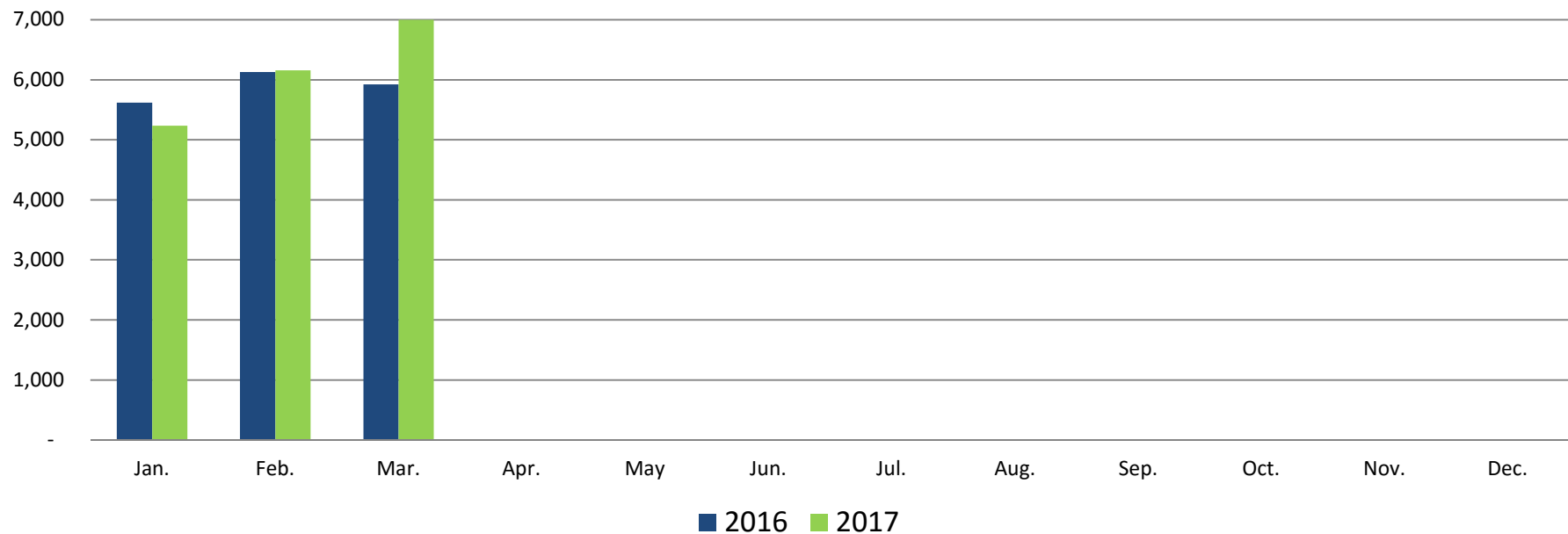


IFR - Instrument Flight Rules (Primarily Jets)
VFR - Visual Flight Rules (Primarily props/helicopters)
Local - Primarily training or prop traffic within the local flight pattern

TOWER OPERATIONS REPORT- YTD 2016/2017

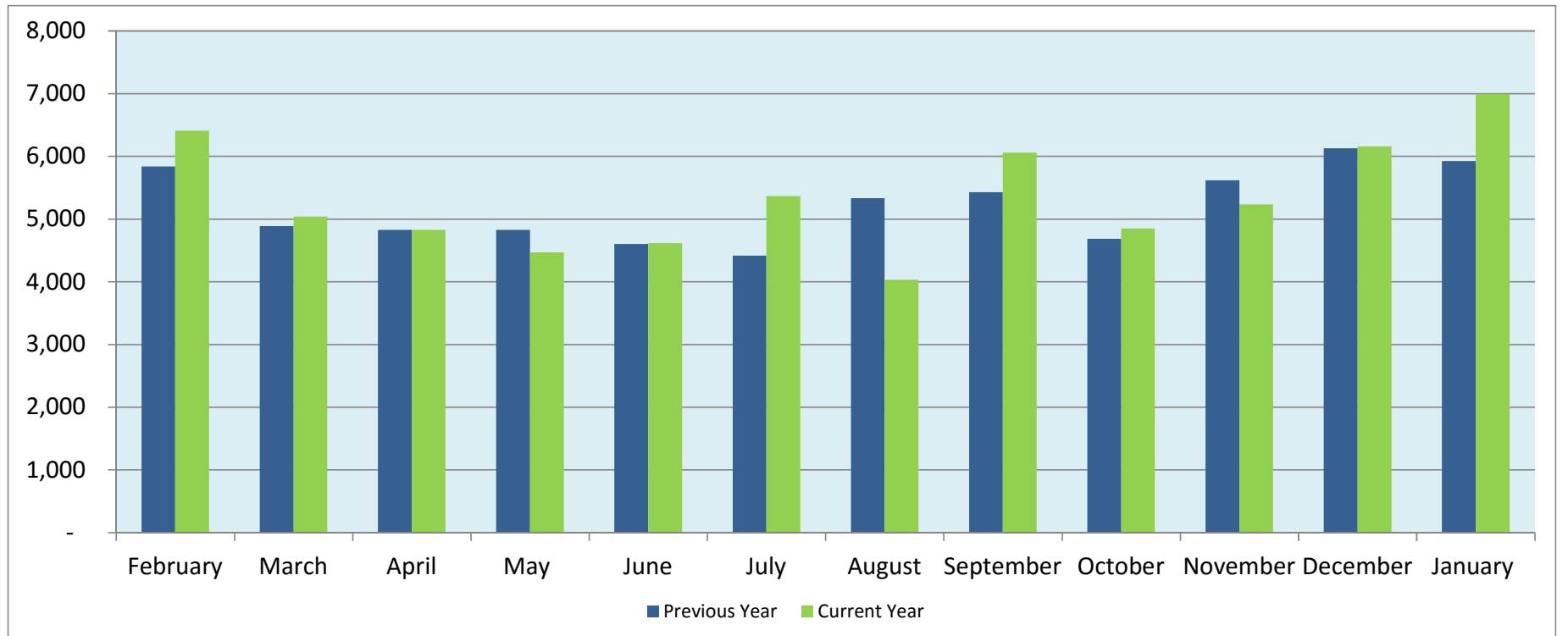
Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Operations
2016	5,618	6,129	5,924										17,671
2017	5,234	6,156	6,998										18,388
Change	(384)	27	1074										717
% Change	-7%	0.4%	18%										4%

Tower Operations Report



Monthly Tower Operations **April 2015 - March 2016 vs. April 2016 - March 2017**

Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Total
5,836	4,888	4,827	4,828	4,604	4,418	5,334	5,428	4,683	5,618	6,129	5,924	62,517
Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Total
6,410	5,039	4,825	4,469	4,614	5,366	4,031	6,058	4,850	5,234	6,156	6,998	64,050



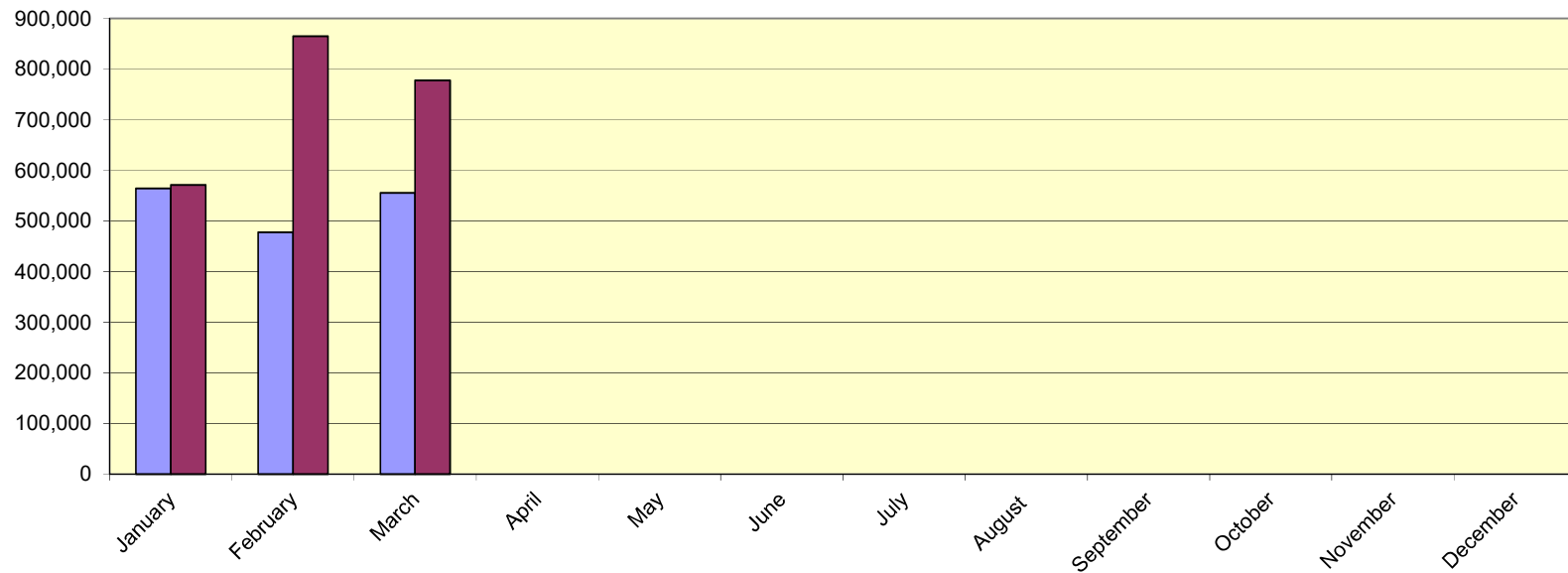
BOCA RATON AIRPORT NOISE ABATEMENT REPORT

JET A MONTHLY FUEL REPORT

Jet A (Gallons) Delivered	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
2016	563,942	477,333	555,109										1,596,384
2017	570,983	864,722	777,853										2,213,558
Change	7,041	387,389	222,744										617,174
% Change	1%	81%	40%										39%

Jet A Gallons Delivered 2016 / 2017

■ 2016 ■ 2017

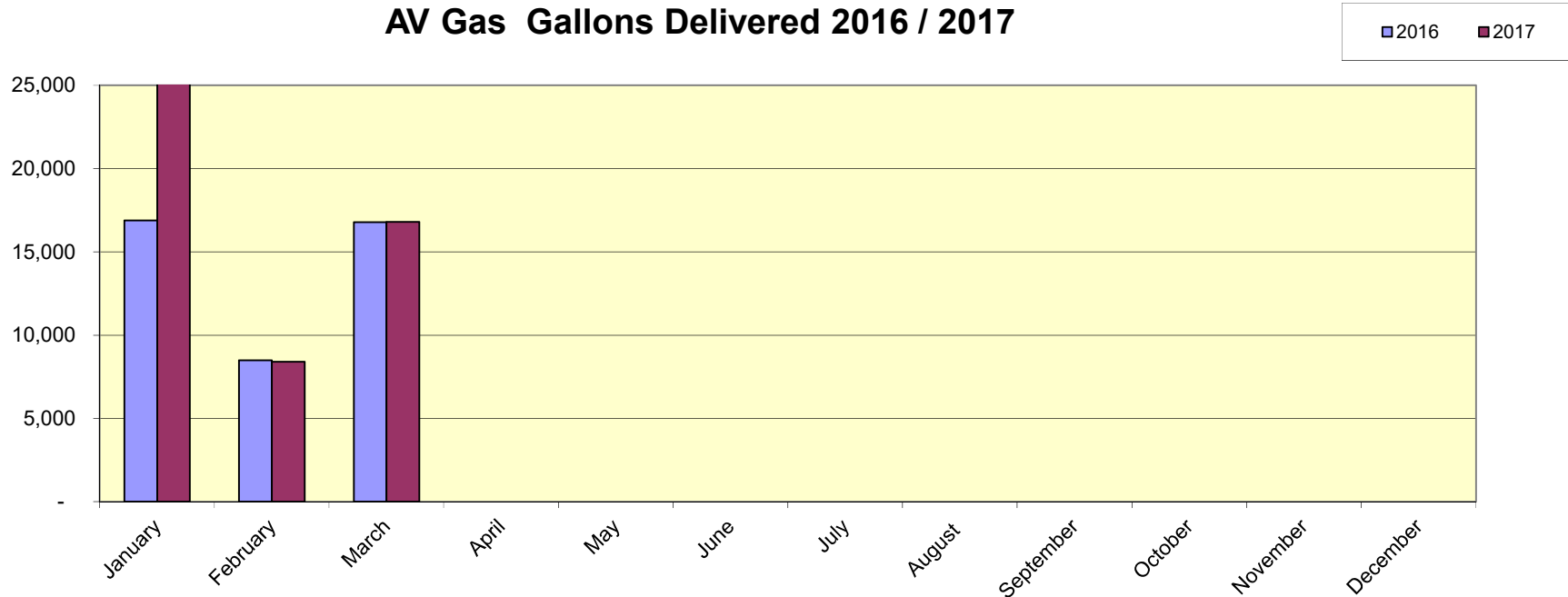


BOCA RATON AIRPORT NOISE ABATEMENT REPORT

AV GAS MONTHLY FUEL REPORT

AV Gas (Gallons) Delivered	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
2016	16,899	8,498	16,780										42,177
2017	25,169	8,398	16,809										50,376
Change	8,270	(100)	29										8,199
% Change	49%	-1%	0.2%										19%

AV Gas Gallons Delivered 2016 / 2017



BOCA RATON AIRPORT NOISE ABATEMENT REPORT											
March 2017 - NOISE REPORT											
First Name	Last Name	Community	Quadrant	A/D/O/T	Runway	Aircraft Category	Tail/Flight Number	Aircraft Type	Concern	TFR Related?	Calls Received
Barry	Helfanbein	Wimbledon Villas	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	No	1
John	Toen	Boca Teeca	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Barry	Helfanbein	Wimbledon Villas	C	A	5	J	N142QS	Global	Noise	No	1
Barry	Helfanbein	Wimbledon Villas	C	A	5	J	N137SF	Falcon 900	Noise	No	1
Gail	Neer	N/A	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Dolores	De Groff	Wimbledon Villas	C	A	5	J	N/A	GLF4	Noise	No	1
Dolores	De Groff	Wimbledon Villas	C	A	5	T	N183MS	P180	Noise	No	1
Barry	Helfanbein	Wimbledon Villas	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	No	1
April	Frank	L'Ambiance - Vista Verde	C	D	5	J	N33TW	WW24	Noise	No	1
Barry	Helfanbein	Wimbledon Villas	C	N/A	N/A	N/A	N/A	N/A	Noise	No	1
Sarah	Barrington	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise	No	1
Barry	Helfanbein	Wimbledon Villas	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	No	1
Herb	Cowen	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Tom	Holey	Boca Bath & Tennis	A	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Sheur	Edith	N/A	C	N/A	N/A	N/A	N/A	N/A	Noise, VC	No	1
Barry	Helfanbein	Wimbledon Villas	C	A	5	J	N384RV	CL30	Noise	No	1
Linda	Brodsky	N/A	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	No	1
James	Hancock	Wimbledon Villas	C	A	5	N/A	N/A	N/A	Noise, Traffic	No	1

BOCA RATON NOISE ABATEMENT REPORT						
NOISE REPORTS Per Quadrant- YTD 2017						
Year	Unknown	Quadrant A	Quadrant B	Quadrant C	Quadrant D	Total
2017	1	9	15	28	0	53

March 2017 - Voluntary Curfew Operations 10:00 PM - 7:00 AM - Not Following Noise Abatement Procedures

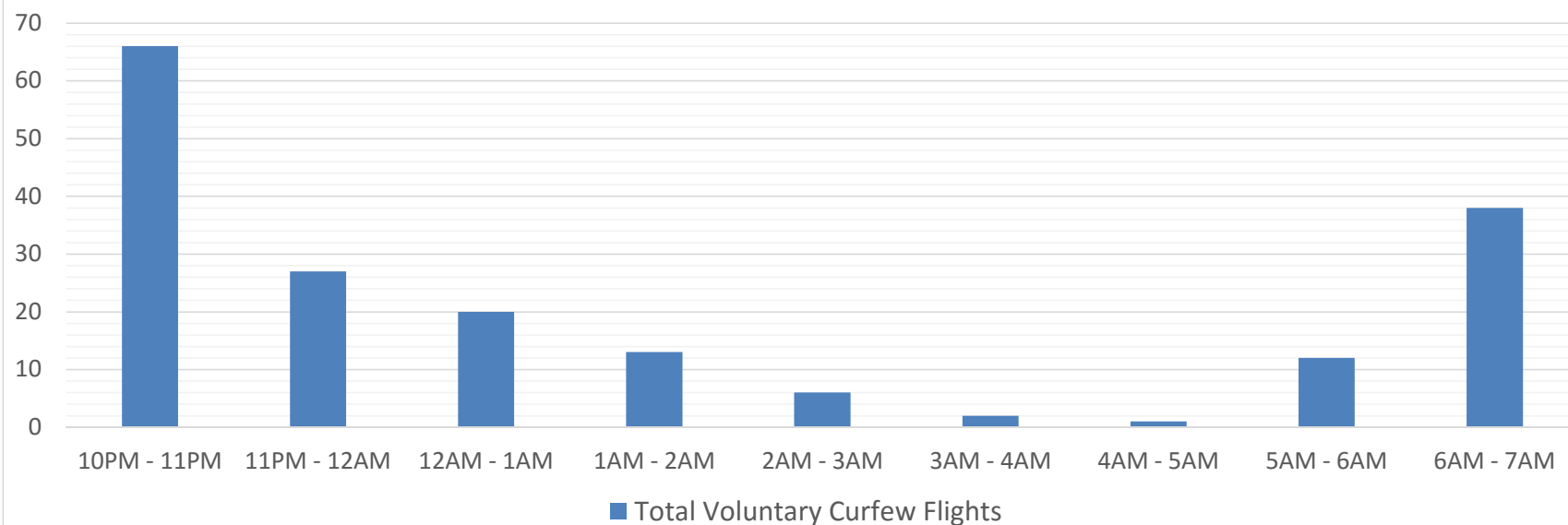
	Date	Time	#	Type	A	D	T	S	G	W	Owner	Address	City	State	Zip	FBO
1	3/1/2017	6:56	N50711	Cessna 150J	A	D				5	Beach Aviation LLC	4800 Bayview Dr. PH 5	Fort Lauderdale	FL	33308	Tie-Down
2	3/1/2017	22:24/23:27	N2446Z	Cessna 172S	A	D				5 \ 23	Epic Aviation	600 Skyline Beach	New Smyrna Beach	FL	32168	Atlantic
3	3/1/2017	22:31	N17LS	Agusta Spa A109S	A	D				H	Leon Helicopter One LLC	11501 SW 40th ST	Miami	FL	33165	N/A
4	3/1/2017	22:54	N801GT	Challenger 604	A					5	Ace Aviation Services Corporation	5525 NW 15th Avenue, Suite 150	Fort Lauderdale	FL	33309	Atlantic
5	3/2/2017	6:24	N17GG	King Air 350	A	D				5	J Aviation, LLC	4710 NW Boca Raton Boulevard, Suite 400	Boca Raton	FL	33431	Signature
6	3/2/2017	6:28	N43NR	Learjet 60	A	D				5	Wistar Aviation, LLC	8049 West Chester Pike	Upper Darby	PA	19082	Signature
7	3/2/2017	22:15	N606SB	Learjet 60	A					23	Cloud Enterprise Holdings, LLC	66 Powerhouse Road, Suite 301	Roslyn Heights	NY	11577	N/A
8	3/2/2017	22:30	CFMIX	Hawker 800XP	A					23	Sunwest Aviation, Ltd.	217 Aero Court NE	Calgary	AB	T2E7C6	N/A
9	3/2/2017	23:12	N706XJ	Citation X	A					23	XOJET, Inc.	2000 Sierra Point Parkway, Suite 200	Brisbane	CA	94005	Signature
10	3/3/2017	0:00	N112EM	Westwind	A					23	E Micah Aviation Inc.	12500 Reed Hartman Hwy STE 200	Cincinnati	OH	45241	Signature
11	3/3/2017	22:42	N703RT	Citation 500	A	D				5	Neron II, LLC	16192 Coastal Highway	Lewes	DE	19958	N/A
12	3/3/2017	22:48	N1NA	Citation Excel	A					5	Westwind Air, Incorporated	126 Daniel Street, Suite 200	Portsmouth	NH	3081	N/A
13	3/3/2017	23:24	N816JC	Citation Latitude	A					5	Sable Aviation, LLC	P.O. Box 1083 700 Milam Street, Suite 3400	Houston	TX	77251	Atlantic
14	3/4/2017	1:08	N551XJ	Challenger 300	A					5	XOJET, Inc.	2000 Sierra Point Parkway, Suite 200	Brisbane	CA	94005	Signature
15	3/4/2017	1:46	N850TR	Global Express	A					5	Tony Robbins Productions, Inc.	6160 Cornerstone Court East, Suite 200	San Diego	CA	92121	Signature
16	3/4/2017	2:28/3:08	N443WA	Aero Commander 500-B	A	D				5	Towner John D	4002 West 57th Street	Shawnee Mission	KS	66205	Atlantic
17	3/4/2017	22:48	N1819S	Cirrus SR22	A	D				5	Mionic Cirrus, LLC.	4916 Carey CT	Port Richey	FL	34668	N/A
18	3/4/2017	22:50	N285H	Falcon 900EX Easy	A					5	CNL Group Services II, LLC	P.O. Box 4920 450 South Orange Avenue, 14th Floor	Orlando	FL	32801	N/A
19	3/5/2017	2:33	N924PS	Learjet 60	A					5	OPA Ventures, Inc.	P.O. Box 21470 1437 South Boulder Avenue, Suite 930	Tulsa	OK	74121	N/A
20	3/6/2017	23:29	N248PM	Citation CJ3+	A					5	B E Aviation Services, LLC	11609 Pawnee Lane	Leawood	KS	66211	Atlantic
21	3/7/2017	22:22	N214MS	Eclipse EA500	A					5	Sigmat Air, Inc.	950 Threadneedle Street, Suite 280	Houston	TX	77079	N/A
22	3/7/2017	22:21/1:16	N2446Z	Cessna 172S	A	D				5 \ 23	Epic Aviation	600 Skyline DR	New Smyrna Beach	FL	32168	N/A
23	3/8/2017	22:23	N101PV	Falcon 2000EX	A					5	Vegso Aviation, Inc.	3201 Southwest 15th Street	Deerfield Beach	FL	33442	Atlantic
24	3/8/2017	22:48	N58AW	Cessna 414A	A		T			5	FI414, LLC.	7171 N Federal Highway	Boca Raton	FL	33487	Signature
25	3/9/2017	5:50	N961AS	Learjet 45	A	D				5	Executive AirShare, LLC	8345 Lenexa Drive, Suite 120	Lenexa	KS	66214	Signature
26	3/9/2017	22:05	N2446Z	Cessna 172S	A	D				5	Epic Aviation	600 Skyline DR	New Smyrna Beach	FL	32168	N/A
27	3/10/2017	5:12	N733EP	Cessna 172N	A	D				5	Family Physician Services, INC.	10278 Buena Ventura DR	Boca Raton	FL	33498	N/A
28	3/10/2017	22:57	N426SE	Piper PA-32-301XTC	A					23	Interloc, LLC.	1177 George Bush BLVD STE 400	Delray Beach	FL	33483	Atlantic
29	3/12/2017	3:58	N951DJ	Falcon 50	A	D				5	Hassle Free Airways, LLC	1313 Westway Drive	Sarasota	FL	34236	N/A
30	3/12/2017	5:54	N591CF	Hawker 800A	A					5	Charlie Romeo, LLC	17300 Chenal Parkway, Suite 330	Little Rock	AR	72223	Signature
31	3/12/2017	22:55	N565RV	Gulfstream G-IV SP	A					5	Xamex Investments, Inc.	3698 Airport Road	Boca Raton	FL	33431	Atlantic
32	3/14/2017	6:51	N777HG	Beech A36	A	D				23	Procyon Group, INC.	3511 Silverside RD STE 105	Wilmington	DE	19810	N/A
33	3/14/2017	22:26/22:47	N1310H	Hawker 800A	A	D				23	Two Sixteen Aviation, LLC	2110 N. Ocean Boulevard, 26D	Fort Lauderdale	FL	33305	N/A
34	3/15/2017	22:12	N287RA	King Air B200	A					5	Delta Investment Group, LLC	2353 Brook Hollow Cove	Memphis	TN	38119	Signature
35	3/15/2017	22:38	N23759	Cessna 172R	A					5	Christiansen Aviation, INC.	2207 Concord Pike	Wilmington	DE	19803	N/A
36	3/15/2017	22:44	N548EP	Cessna 172S	A					5	Epic Aviation	600 Skyline DR	New Smyrna Beach	FL	32168	Tie-Down
37	3/16/2017	12:10	N548EP	Cessna 172S	A					5	Epic Aviation	600 Skyline DR	New Smyrna Beach	FL	32168	Tie-Down
38	3/16/2017	22:18	N450EF	Gulfstream G-IV SP	A					5	NDM Aviation, LLC	One Town Center Road, Suite 600	Boca Raton	FL	33486	Signature
39	3/16/2017	22:33	N431CS	Citation CJ3	A					5	A&M Citation, LLC	P.O. Box 5452	Eagle	CO	81631	N/A
40	3/16/2017	22:44	N458X	Gulfstream G-450	A	D				5	200 Vesey Street	200 Vesey Street	New York	NY	10285	N/A
41	3/16/2017	22:48/22:52/23:03	N29AF	Cessna 172R	A		T			5	Ameriflyers of California, INC.	16151 Addison RD	Dallas	TX	75001	Touch & Go
42	3/17/2017	22:01	N99SC	Gulfstream G-550	A					5	Suffolk AV LLC	65 Allerton Street	Boston	MA	2119	N/A
43	3/17/2017	22:36	N987HP	Challenger 300	A	D				5	Palm Air Holdings, LLC	101 Plaza Real South, Suite 205	Boca Raton	FL	33432	Atlantic
44	3/17/2017	23:47	N343DF	Global 6000	A					5	Dubin & Co., LP	767 Fifth Avenue, 45th Floor	New York	NY	10153	Atlantic
45	3/18/2017	0:46	N501CV	Gulfstream G-V	A					5	Global Jet Capital	2500 North Military Trail, Suite 475	Boca Raton	FL	33431	Atlantic
46	3/18/2017	1:18/2:43	N610BW	Aero Commander 500-B	A	D				5	Central Airlines, INC.	4002 West 57th Street	Fairway	KS	66205	N/A
47	3/18/2017	6:50	N502VJ	Global 5000	A	D				5	Yuntian 2 Leasing Company, Ltd.	2 Grand Canal Sq., Grand Canal Harbour	Dublin, Ireland	N/A	N/A	Signature
48	3/18/2017	6:59	N407LB	Bell 407	A	D				5	N888LB LLC	2300 NW Corporate BLVD STE 22	Boca Raton	FL	33431	5/23 Condo
49	3/18/2017	23:18	N36MM	Global Express XRS	A					5	Jags Leasing, LLC	1260 Stetton Road	Piscataway	NJ	8854	Atlantic
50	3/18/2017	23:19	N407LB	Bell 407	A					H	N888LB LLC	2300 NW Corporate BLVD STE 22	Boca Raton	FL	33431	5/23 Condo
51	3/19/2017	12:57	N520WS	Beechjet 400	A		T			5	MMU Aviation, LLC	414 Eagle Rock Avenue, Suite 208	West Orange	NJ	7052	Atlantic
52	3/19/2017	4:09	N850TR	Global Express	A					5	Tony Robbins Productions, Inc.	6160 Cornerstone Court East, Suite 200	San Diego	CA	92121	Atlantic
53	3/19/2017	6:58	N92CJ	Falcon 50	A					5	Skyview, LLC	17957 Bearpath Trail	Eden Prairie	MN	55347	N/A
54	3/19/2017	22:27/22:49	N352BH	Gulfstream G-IV SP	A	D				5 \ 23	GLE 1393, LLC	18001 Collins Avenue, 31st Floor	Sunny Isles Beach	FL	33160	N/A
55	3/20/2017	5:25	N945TM	Falcon 900EX	A	D				5	2 T's, LLC	7700 Forsyth Boulevard, Suite 1220	St. Louis	MO	63105	Signature
56	3/21/2017	22:07	N75RR	Cessna 172K	A					5	Romoe Romoe, INC.	2633 Lantana RD STE	Lantana	FL	33462	N/A
57	3/25/2017	23:03	N4340G	Piper PA-28RT-201	A					5	Haynie Airline, LLC.	1700 SW 12th Ave	Boca Raton	FL	33486	5/23 Condo
58	3/26/2017	6:49	N197JS	Challenger 300	A	D				5	U.S. Bank Equipment Finance	13010 SW 68th Parkway, Suite 100	Portland	OR	97223	Atlantic
59	3/27/2017	0:30	N4818C	Gulfstream G-IV SP	A					5	HIG Aviation Group, LLC	1522 2nd Street	Santa Monica	CA	90401	Atlantic
60	3/27/2017	6:05	N36EP	Falcon 2000	A	D				5	JSM at Falcon II, LLC	1260 Stetton Road	Piscataway	NJ	8854	Atlantic
61	3/27/2017	22:49	N89114	Cessna 152	A					5	C&G Aircraft Maintenance, INC.	12019 SW 39th TER	Miami	FL	33175	N/A
62	3/27/2017	23:11	N23759	Cessna 172R	A					5	Christiansen Aviation, INC.	2207 Concord Pike	Wilmington	DE	19803	Atlantic
63	3/30/2017	22:56	N79JS	Citation CJ4	A					23	J.D.S Aviation, Inc.	801 Old York Road, Suite 100	Jenkintown	PA	19046	N/A
64	3/31/2017	1:42/6:33	N23759	Cessna 172R	A	D				23	Christiansen Aviation, INC.	2207 Concord Pike	Wilmington	DE	19803	Tie-Down

* Touch and Go Operations

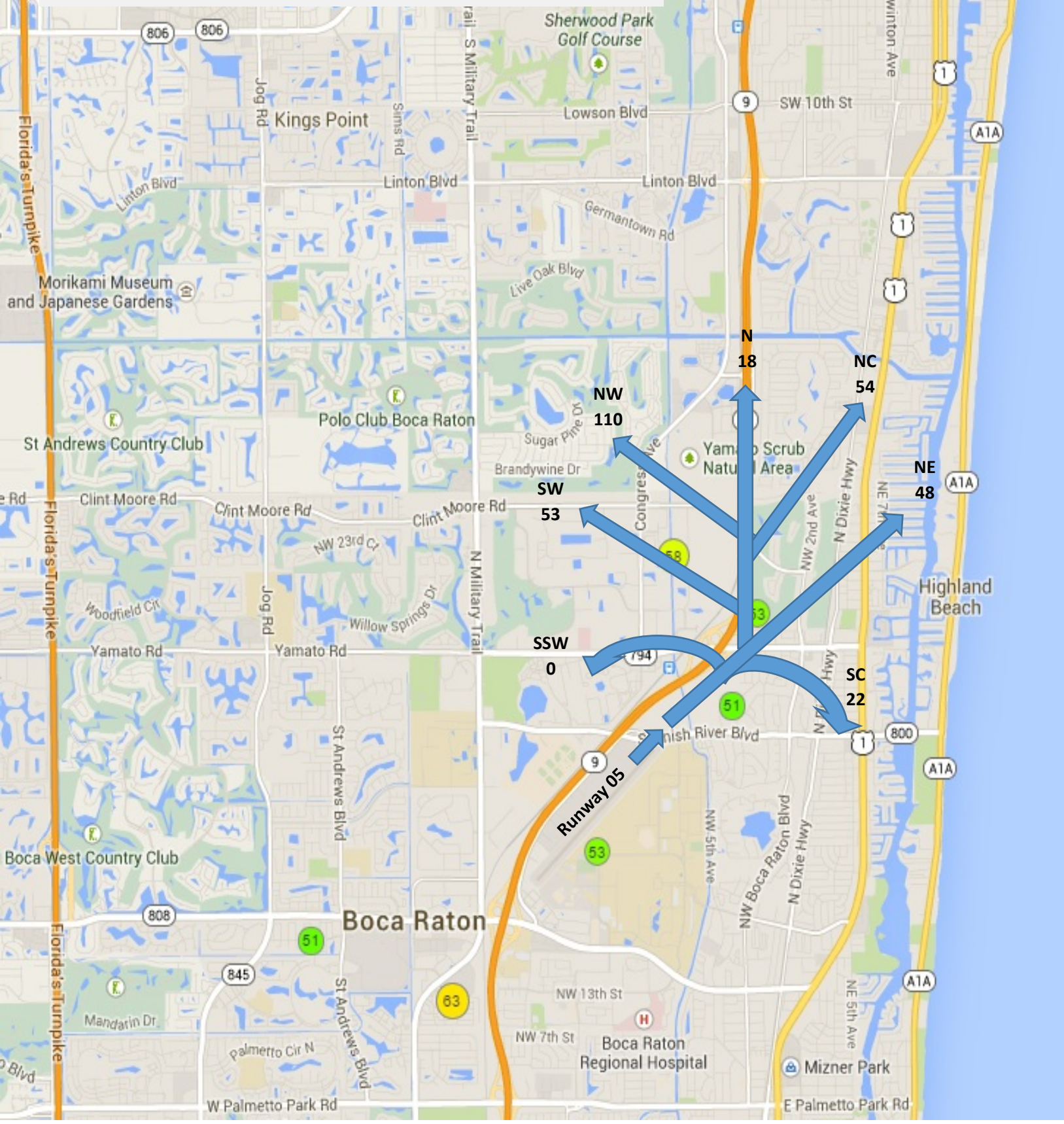
** Stop and Go Operations

Day vs. Night Operations Annual & Current Month							
	2012	2013	2014	2015	2016	2017 YTD	Mar-17
Total Operations	52,097	50,473	62,010	63,716	60,436	11,913	7,183
Night Operations	1,466	1,520	1,728	1,580	1,302	523	185
Day Operations	50,631	48,953	60,282	62,136	59,134	11,390	6,998
Night Ops % of Total Ops	3%	3%	3%	2%	2%	4%	3%

Voluntary Curfew Operations by Hour - March 2017



March 2017 Runway 05 Departure Heading Report
305 Departures on Runway 05 – All Aircraft Type
Excluding Helicopters and Training Operations





Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: April 26, 2017

RE: **Federal Contract Tower Program**

AGENDA ITEM – IX - B

Representatives from RVA Inc., the Federal Aviation Administration's contractor, will provide an update on the Federal Contract Tower Program.



Memo

To: Gene Folden, Chair and Board Members
From: Clara Bennett, Executive Director
Date: April 26, 2017
RE: **Property Insurance Policy Renewal**

AGENDA ITEM – IX - C

The Authority's Property Insurance Policy scheduled to expire May 23, 2017 is before the Authority for consideration to approve renewal.

The current insurance provider is Lloyds at an annual rate of \$50,755.70. The renewal will continue with Lloyd's at an annual rate of \$53,714.30 for the effective period of May 23, 2017 through May 23, 2018. Airport Management recommends approval of the renewal.



RISK DETAILS

UNIQUE MARKET
REFERENCE:

B1230AP00858A17

ATTACHING TO
DELEGATED
UNDERWRITING
CONTRACT NO:

B123017THB150

TYPE:

RISKS OF DIRECT PHYSICAL LOSS OR DAMAGE INSURANCE INCLUDING FLOOD
AND EXCLUDING EARTHQUAKE

NAME OF INSURED: Boca Raton Airport Authority

ADDRESS OF
INSURED:

903 NW 35th Street, Boca Raton, FL 33431

PERIOD OF
INSURANCE:

From: 23 May 2017

To: 23 May 2018

Both days at 12.01 a.m. Local Standard Time at the location of the property insured

PROPERTY OR

INTEREST INSURED: Real and Personal Property and Time Element

SUM INSURED:

USD 2,750,000 each Loss Occurrence (sub limit as attached)

Causes subject to an aggregate limitation:

causes	aggregate
Earthquake	Nil
Flood	USD 2,750,000

VALUES

DECLARED:

Total Values Declared USD 2,750,000 split: -

USD 2,120,000 Real Property

USD 500,000 Personal Property

USD 130,000 Business Interruption/Rental Income

COINSURANCE:

90%

DEDUCTIBLE:

USD 5,000 each Loss Occurrence except

5% of Total Values Declared each Loss Occurrence in respect of Wind and Hail and

USD 10,000 each Loss Occurrence in respect of Flood.

LOCATION(S)

INSURED:

3300-3700 Airport Road, Boca Raton, FL 33431

OK
21/5/17



CONDITIONS:

1.	Wording Form: LMA 3022 (amended)	INCLUDED
2.	LMA 5038 – Replacement Cost Endorsement	INCLUDED
3.	LMA 5039 – Business Interruption Extension	INCLUDED
4.	LMA 5043 – Extra Expense Extension	INCLUDED
5.	LMA 5042 – Rental Income Extension	INCLUDED
6.	NMA 2920 – Terrorism Exclusion Endorsement	INCLUDED
7.	LMA 5219 – U.S. Terrorism Risk Insurance Act of 2002 as amended Not Purchased Clause	NOT INCLUDED
8.	LMA 5218 – U.S. Terrorism Risk Insurance Act of 2002 as amended New and Renewal Business Endorsement	INCLUDED
9.	War and Civil War Exclusion as per Wording Form	INCLUDED
10.	Radioactive Contamination Exclusion as per Wording Form	INCLUDED
11.	90 Days Cancellation Clause as per Wording Form	INCLUDED
12.	NMA 45 (amended) – New Short Rate Cancellation Table Endorsement (USA)	INCLUDED
13.	NMA 2340 – USA & Canada, Land, Water and Air Exclusion, Seepage and/or Pollution and/or Contamination Exclusion & Debris Removal Endorsement (Combined Clause)	NOT INCLUDED
14.	NMA 2802 – Electronic Date Recognition Exclusion (EDRE)	INCLUDED
15.	NMA 2962 – Biological or Chemical Materials Exclusion	INCLUDED
16.	LMA 5018 – Microorganism Exclusion (Absolute)	INCLUDED
17.	NMA 2915 – Electronic Data Endorsement B	INCLUDED
18.	664THBNA00198 – Minimum Earned Premium Clause (35%)	INCLUDED
19.	664THBNA00195 – Hurricane Minimum Earned Premium Endorsement	INCLUDED
20.	664THBNA00196 – Loss Payee(s) and/ or Mortgagee(s) Interest Clause	INCLUDED
21.	Excluded Property 6 is deleted and replaced by 664THBNA00204 Vacancy Clause	INCLUDED
22.	Preservation of Property Clause	INCLUDED
23.	LMA 3100 Sanction, Limitation and Exclusion Clause	INCLUDED
24.	LMA 5130 Application of Sublimits Endorsement	INCLUDED
25.	Enquiry and Complaints Procedure	INCLUDED
26.	Service of Suit Clause as per form naming: Mendes & Mount LLP, 750 Seventh Avenue, New York, NY 10019-6829, USA	INCLUDED
27.	LSW 1001 – Several Liability Notice	INCLUDED
ONLY WORDING FORMS, ENDORSEMENTS, EXCLUSIONS, EXTENSIONS, CLAUSES, CONDITIONS AND NOTICES MARKED AS "INCLUDED" HEREON ARE COVERED AS PART OF THIS CONTRACT OF INSURANCE		



AMENDMENTS TO COVERAGE	
1.	NMA 2342 (amended) - Seepage and/or pollution and/or contamination exclusion USA. & Canada (as attached)
2.	NMA 2343 - Debris Removal Endorsement
3.	LMA 5155 (amended) - Land And Water Contaminant Or Pollutant Cleanup, Removal And Disposal Extension sub-limit USD 100,000 (as attached)
4.	Noted and agreed that EXCLUDED CAUSES OF LOSS 9 is deleted

NOTIFICATION OF CLAIMS:

AmWINS Brokerage of Florida, LLC, 1227 South Patrick Dr., Satellite Beach, FL 32937

EXPRESS WARRANTIES:

None other than may exist in the agreed policy wording.

CONDITIONS PRECEDENT:

None other than may exist in the agreed policy wording.

NOTICES:

LSW 1661 - Florida Guaranty Act Notice
LSW 1662 - Florida Rates and Forms Notice

CHOICE OF LAW & JURISDICTION:

This Insurance shall be governed by and construed in accordance with the law of the State of Florida. Each party agrees to submit to the exclusive jurisdiction of any competent court within the United States of America as per Service of Suit clause contained herein.

PREMIUM:

USD 46,069 (100%) split: USD 41,069 non TRIA, USD 5,000 TRIA
USD Not Included Policy Fee

PREMIUM

PAYMENT TERMS: At inception of this contract of insurance

TAXES PAYABLE BY (RE) INSURED AND ADMINISTERED BY INSURERS:

None

RECORDING, TRANSMITTING & STORING INFORMATION:

Where Broker maintains risk and claim data/information/documents Broker may hold data/information/documents electronically

INSURER CONTRACT

DOCUMENTATION:

This document details the contract terms entered into by the insurer(s) and constitutes the contract document.

The contract change document(s) signed by Insurers shall form the evidence of the changes agreed.



PROGRAM SUBLIMITS

(The following Program Sub-limits apply each Loss occurrence, unless otherwise stated, and shall apply over this Policy and all other policies combined. Said Sub-limits shall not be construed to increase the Sum Insured / Limit of Liability of this Policy)

USD 100,000 in respect of Runways and Tarmac
USD 100,000 in respect of Pollution Clean Up
USD 500,000 Municipal Ordinance or Law – Coverage A(i), (ii) and B Combined
USD 50,000 Extra Expense

INFORMATION

General Information:

Airport Authority
5 Buildings
Joisted Masonry, Non-combustible, Masonry Non-Combustible and Fire Resistive Construction
Built 1990-2000
5 Story Control Tower

Loss History

No losses as per Thompson Heath and Bond Limited Total Objects system dated 27 March 2017

TERRORISM

PREMIUM: USD 5,000 (100%) TRIA. Purchased/ ~~Not Purchased~~

PREMIUM

PAYMENT TERMS: None

All other Information as held on file with Thompson Heath & Bond Limited.



Memo

To: Gene Folden, Chair and Board Members
From: Clara Bennett, Executive Director
Date: April 26, 2017
RE: **Inland Marine Property Insurance Policy Renewal**

AGENDA ITEM – IX - D

The Authority's Inland Marine Property Insurance Policy expires on May 2, 2017.

The effective coverage of the new policy commences on May 2, 2017 and runs through May 2, 2018. The policy premium is \$8742, an increase of \$153. Airport Management recommends approval of the renewal.

**SCHEDULED CONTRACTORS' EQUIPMENT
INSURANCE QUOTATION**

Named Insured: Boca Raton Airport Authority
903 Nw 35th Street,
Boca Raton, FL 33431

Policy Period: 05/02/2017 to 05/02/2018

Writing Company: Federal Insurance Company

Limits of Insurance:

\$ 2,288,412	Any One Occurrence
\$ 100,000	Leased, Rented Or Borrowed Contractors' Equipment
\$ 150,000	Debris Removal
\$ 50,000	Pollutant Clean Up Or Removal
\$ 10,000	Fire Protective Equipment
\$ 25,000	Inventory or Appraisals
\$ 25,000	Fire Department Service Charges
\$ 25,000	Contractors' Spare Parts
\$ 100,000	Newly Acquired Contractors' Equipment

Deductible:

\$ 10,000	Per Occurrence
\$ 5,000	Per Occurrence - Cranes/Asphalt Batch Plant Equipment

Coverage: As per Form 04- 02- 0581 (Ed. 9-95), basic highlights

Loss Payment Basis: Replacement Cost except:
Actual Cash Value on equipment 5 years or older

Policy Term Premium: \$ 8,742.00

Minimum Earned Premium: \$ 0.00

Taxes: \$ 0.00

Surcharges: \$ 0.00

Total Premium: \$ 8,742.00

19st Year
\$ 8,589.00

SCHEDULED CONTRACTORS' EQUIPMENT INSURANCE QUOTATION

"Terrorism" refers to terrorism losses covered by the Terrorism Risk Insurance Act of the United States of America (15 USC 6701 note). Please refer to the Important Notice to Policyholders which outlines both the Federal Government's and the Insurance Company's obligation of payment under the Terrorism Risk Insurance Act.

Portion of Policy Premium Attributable for Terrorism and Statutory Standard Fire where applicable is \$ 0.00

FATCA COMPLIANCE

The U.S. Foreign Account Tax Compliance Act, commonly known as "FATCA", became the law in the U.S. in March of 2010 and becomes effective July 1, 2014. Pursuant to FATCA, brokers, producers, agents and/or clients may need to obtain withholding certificates from insurance companies. For information on how to obtain the applicable withholding certificate from Chubb U.S. insurance companies, please go to the following web site:

<http://www2.chubb.com/us-en/u-s-foreign-account-tax-compliance-act-fatca.aspx>

Please note the underwriting company in which this quote is being offered. All insurers of the Chubb Group of Insurance Companies share the same financial ratings.

The portion attributable to Taxes and Surcharges is an estimate. The Insured is responsible for the total amount, if bound, shown on the premium bill and/or premium summary, regardless of the amount shown above.

The state in which this policy is issued may require that we advise you that if available, the following condition is added to your policy:
All references in the policy to "spouse" include a party to a civil union or domestic partnership recognized under the applicable law of the jurisdiction having authority.

OPTIONAL ENDORSEMENTS

Additional Exclusion	Not Applicable
Amended Definition	Not Applicable
Amended Exclusion	Not Applicable
Boom And Jib Extension	Not Applicable
Boom And Jib & Weight Load Extensions	Not Applicable
Business Income & Extra Expense	\$ Not Applicable
Deductible	\$
Waiting Period	
Civil Authority # Miles	
Auditor's Fees	\$
Loss Of Utilities	\$
Pollutant Cleanup	\$
Coinsurance - Scheduled Items	Not Applicable
Percentage	
Deductible Section Amended	Deductible may be waived if Theft Deterrence device attached
Deletion Of Exclusion	Not Applicable
Earthquake Exclusion	Not Applicable
EQ & EQ Sprinkler Leakage Exclusion	Not Applicable
EQ Specific Limits of Insurance	\$ Not Applicable
Deductible	\$
Waiting Period	
Employees' Tools And Clothing	\$ Not Applicable
Per Employee Limit Of Insurance	\$ Not Applicable
Per Employee Deductible	\$ Not Applicable
Flood Exclusion	Not Applicable
Flood Specific Limits of Insurance	\$ Not Applicable
Deductible	\$
Waiting Period	
Leased, Rented Or Loaned Equip Ext	\$ Not Applicable
Rental Fees	\$ Not Applicable
Surface Water Specific Limits of Ins	\$ Not Applicable
Deductible	\$
Waiting Period	
Theft And Vandalism Exclusion At	
Jobsites Without Fencing And Lighting	Not Applicable
Underground Equipment Extension	\$ Not Applicable
Deductible	\$
Waterborne Extension	\$ Not Applicable
Deductible	\$
Wind Or Hail Specific Limits Of Ins	\$ Not Applicable
Deductible	\$
Waiting Period	

This availability of coverage and exact pricing is based on the material representations you have provided. For your convenience, the information is restated below.

Named Insured	Boca Raton Airport Authority	
Insured Mailing Address	903 Nw 35th Street, Boca Raton, FL 33431	
Effective Date	05/02/2017	
Expiration Date	05/02/2018	
Primary Yard Address	903 Nw 35th Street, Boca Raton, FL 33431	
Equipment Group Description	Trade contractors, including mechanical electrical, HVAC, plumbing, masonry and carpentry contractors, other than those working principally at petro-chemical facilities	
Total Schedule Limit of Insurance/Values	\$ 2,288,412	
Total Schedule Crane Values	\$ 0	
Total Schedule Asphalt Batch Plant Equipment Values	\$ 0	
Loss Experience: 3 - Year # & Amount	0	\$ 0

SCHEDULED CONTRACTORS' EQUIPMENT

CHUBB®

Chubb recognizes that inland marine business requires creative and technical insurance solutions. Our expert underwriters, loss control specialists and claim professionals around the world are dedicated to delivering state-of-the-art products and high quality service.

Coverage Summary

Covered Property: Machinery (including spare parts and accessories), equipment and tools that you own or are in your care, custody or control.

Valuation: Replacement cost, unless otherwise specified.

Additional Coverages

\$150,000	Debris Removal
\$100,000	Newly Acquired Contractors' Equipment
\$ 50,000	Pollutant Clean Up Or Removal
\$ 25,000	Fire Department Service Charges
\$ 25,000	Inventory or Appraisals
\$ 25,000	Contractors' Spare Parts
\$ 10,000	Fire Protective Equipment

Unique Features

- * No coinsurance.
- * No exclusions for employee's tools or clothing.
- * Valuation of lost or damaged contractors' equipment includes prorated cost for the unused portion of nonrefundable extended warranties, maintenance contracts or service contracts.
- * Recoveries from salvage or subrogation accrue first to your benefit - toward the deductible, coinsurance penalty or an inadequate limit.

Extensions of Coverage

Civil Authority: Includes direct physical loss caused by or resulting from actions by a civil authority in an attempt to avoid further loss or damage.

Removal: Includes the cost to remove contractors' equipment from a premises to preserve it from loss or damage by a peril not otherwise excluded.

Services & Quality

Chubb is consistently among the highest-ranked insurance carriers for quality of service in the Goldman Sachs U.S. Research study of insurance agents and brokers. We understand loss prevention, loss valuation methods, security techniques and effective management practices that are unique to inland marine.

Claim Service: We have earned our reputation for providing claim service with empathy in a prompt and fair manner. We generally respond within 24 hours of notification for first-party claims.

Loss Control: Our goal is to reduce or eliminate the probability of a loss and minimize its severity should a loss occur. Our global network of loss control consultants consists of long-tenured professionals with specialized expertise and construction experience.

The above are some features of our policy form 04-02-0581 and are descriptive only. Modifications to this description may be contained elsewhere in this quote letter. The precise coverage afforded is subject to the terms and conditions of the policy as issued.



Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: April 26, 2017

RE: **Proposed Bylaws Amendment – First Reading**

AGENDA ITEM – IX – E

An amendment to Section 4.01 Venue and Standing Schedule, Section 4.04 – Attendance, and Section 8.02 Allotted Time. The proposed amendments attached are being submitted as a first reading.

Article IV. Board Meetings

Section 4.01 *Venue and Standing Schedule*

Regular meetings of the Board shall be held in the Boca Raton City Council Chambers at City Hall or other venues approved by the Board. Regular meetings shall be held on the third Wednesday of each month at a time to be established annually by the Board at its June meeting, which established day or time may be changed by the Board by resolution majority vote. If the third Wednesday of a month falls on a ~~Board approved~~ holiday, then the Board meeting shall be held on the following Wednesday.

....

Section 4.04 *Attendance*

Before proceeding with the business of the Board, the designated Airport staff member shall call the roll of the Members in alphabetical order, and the names of those Members present shall be entered in the minutes. Members shall attend meetings in person, except as provided herein. but ~~Members may attend and participate, including voting on items, in meetings telephonically twice during any year, subject to other requirements of law.~~ A Member may up to two times per year attend, participate and vote at a meeting by telephone, including video conferencing or other electronic means as made available, provided a quorum of members is physically present at the meeting, and the member is physically unable to attend due to a serious personal medical condition. A Member may up to two additional times per year attend and participate, but shall not be eligible to vote at a meeting by telephone, including video conferencing or other electronic means as made available, even if a quorum of members is physically present at the meeting, if the member is absent due to scheduling conflicts or is otherwise unable to attend in person for reasons other than the Member's serious personal medical condition. For purposes of this provision, a year begins on June 1 and ends on May 31 of the following year. Notification by Members of their intent to participate in a meeting telephonically must be made at least twenty four (24) hours prior to the meeting. The Executive Director shall adopt procedures for telephonic attendance.

Commented [A1]: This addresses attorney general opinions that say telephone is acceptable but other means are not. This way, as long as the telephone is used, additional electronic means can be used to add to the experience.

Commented [A2]: This tracks the language in the attorney general opinion most on point (dealing with a school board).

Commented [A3]: As per the first comment.

Commented [A4]: For syntax

Commented [A5]: For continuity

Article VIII. Public Access

....

Section 8.02 *Allotted Time*

Each citizen shall be limited to a maximum speaking time of ~~three~~ five minutes, although the Board shall have the discretion to adjust speaking times as it deems necessary and appropriate.



Memo

To: Gene Folden, Chair and Board Members
From: Scott Kohut, Deputy Director
Date: April 26, 2017
RE: **Airport Projects Update**

AGENDA ITEM – IX - F

Construction of the Customs and Border Protection Facility continues. Recently completed work includes: block wall and parapet completion, roof joist and decking installation, interior framing, plumbing connection at building, weather proofing, and stucco installation. Ramp reconstruction and taxiway tie in is scheduled to begin the week of April 23rd. The facility is expected to be operational by late summer 2017.

The Administrative Notice to Proceed for the Runway 23 Engineered Materials Arresting System (EMAS) was issued to West construction on February 21, 2017. Critical submittals are currently under review by the engineering team. Construction is expected to begin the week of April 23rd.

In addition to the EMAS installation, the project includes REIL and PAPI upgrades, airfield lighting control upgrades, displaced threshold light relocation, and airfield sealing and restriping. The project is expected to be complete by late Fall 2017.



Memo

To: Gene Folden, Chair and Board Members
From: Christine Landers, Business Manager
Date: April 26, 2017
RE: **Tenant Appreciation Luncheon**

AGENDA ITEM – IX - G

The Boca Raton Airport Authority will host a Spring Tenant Appreciation Luncheon at Atlantic Aviation for Airport tenants and subtenants on April 20, 2017. Officer Deidre Leigh, Acting Supervisory CBP Officer, U.S. Customs and Border Protection, will be in attendance and will speak regarding the new Customs and Border Protection service beginning in the late summer.

The Airport Authority wishes to recognize and thank Atlantic Aviation for their generous support and continued commitment to helping our community soar.

An update on the event will be provided at the April 26, 2017 Board Meeting.