

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

**Wednesday, February 17, 2016
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, February 17, 2016 at 6:00 p.m. All requests to be placed on the agenda by the public must be submitted to 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
FRANK FEILER	VICE CHAIR
GEORGE BROWN	SECRETARY & TREASURER
CHERYL BUDD	BOARD MEMBER
MITCH FOGEL	BOARD MEMBER
JACK FOX	BOARD MEMBER
BILL SCHWARTZ	BOARD MEMBER

II. APPROVAL OF MINUTES

Consider approval of Minutes for the regular meeting of January 20, 2016; and

Consider approval of Minutes for the Workshop of January 28, 2016.

III. AGENDA CHANGES

IV. CONSENT AGENDA

A. Noise Abatement / Operations Summary for the month of January 2016;

V. FEDERAL, STATE, COUNTY, AND MUNICIPAL INPUT

VI. PUBLIC REQUEST

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. Vaz. The public comment cards are located in the lobby. Each member of the public wishing to comment will be provided with three 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.

VII. FINANCIAL REPORT

A. Presentation of the January Financial Report;

Consider a Motion for approval of the Financial Report for January 2016.

VIII. TENANT REPORTS AND REQUESTS

IX. EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Status Report – Contract Tower Funding;
- B. Status Report – Task 34, Air Traffic Control Tower Renovations;
- C. Status Report – Task 40, Customs;
- D. Status Report – Task 42, EMAS;
- E. Status Report – Concours d'Elegance;
- F. Status Report – Public Affairs;
 - a. Visioning Workshop
 - b. Wings of Freedom
 - c. Spanish River High School
 - d. Fact sheets

X. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

- A. Motion to direct Airport Legal Counsel to draft an amendment to the Drug and Alcohol-Free Workplace policy in the Airport's Employee Handbook to prohibit the use by employees of medical marijuana, as requested by Chair Folden.

XI. PUBLIC COMMENT

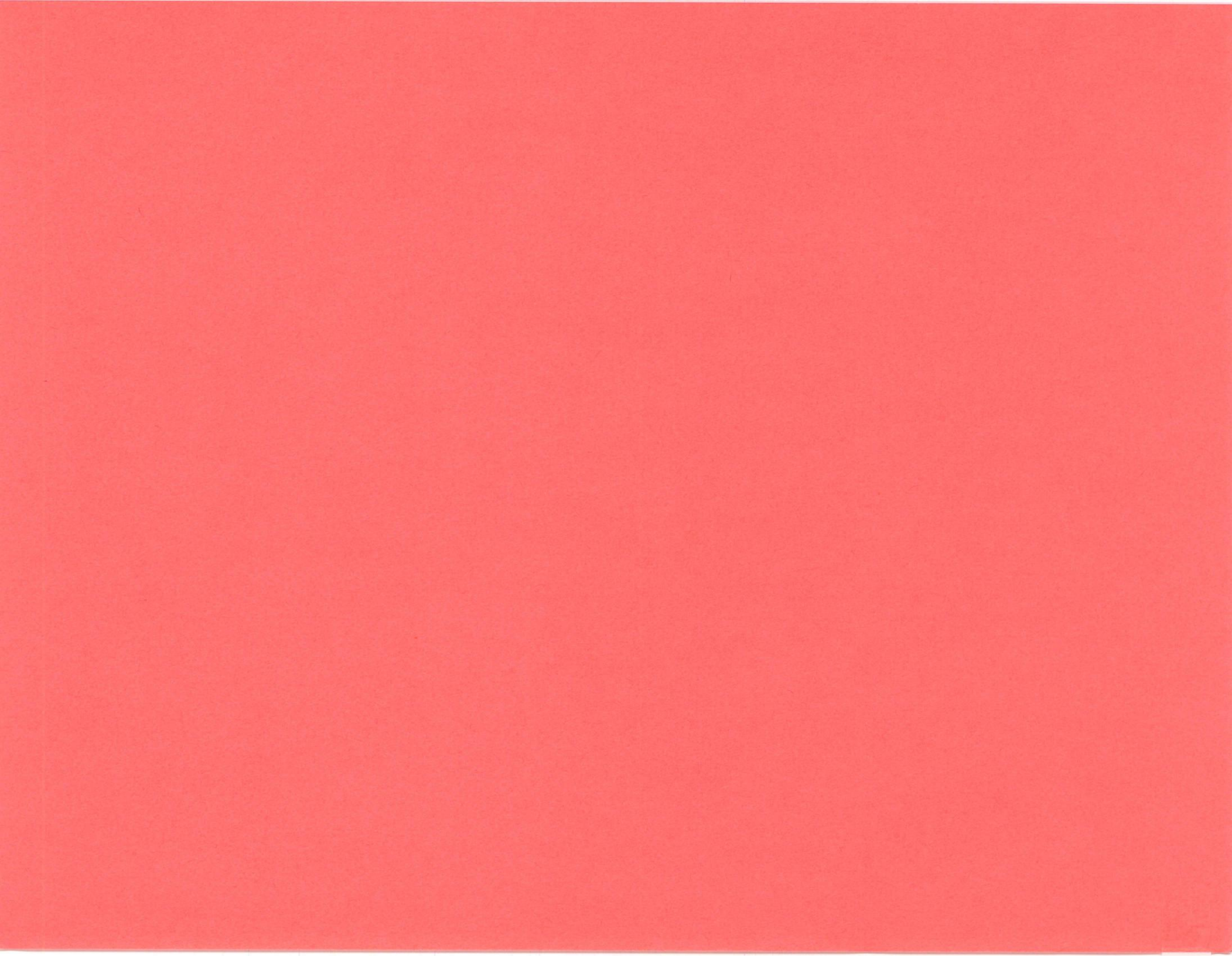
XII. OTHER BUSINESS

XIII. MISCELLANEOUS

The next meeting is scheduled for Wednesday, March 16, 2016 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

XV. ADJOURNMENT

Respectfully Submitted,
Clara Bennett
Executive Director



**Boca Raton Airport Authority
Meeting Minutes
January 20, 2016
Boca Raton City Hall - Council Chambers**

Chair Gene Folden called the meeting to order at 6:00 p.m.

BOARD MEMBERS

Gene Folden	Chair
Frank Feiler	Vice-Chair
George Brown	Secretary & Treasurer
Cheryl Budd	Board Member
Jack Fox	Board Member
Bill Schwartz	Board Member

COUNSEL

Dawn Meyers, Esquire – Berger Singerman

STAFF

Clara Bennett, Executive Director
Janet Sherr, Deputy Executive Director Business Administration
Mark Cervasio, Operations Director
Scott Kohut, Operations Manager
Audra Vaz, Business and Public Affairs Manager
Ariadna Camilo, Accounting Coordinator
Jose Blanco, Operations and IT 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 December 16, 2015 Regular Meeting was made by Mr. Schwartz and seconded by Mr. Brown. The Motion carried unanimously.

AGENDA CHANGES

There were no changes.

CONSENT AGENDA

- A. Noise Abatement / Operations Summary for the month of December 2015;
- B. Request from Boca Aircraft Owners Hangar for Lease Renewal of Building A5, Hangar 1A used by the Civil Air Patrol;

Consider Resolution 01-1-16 of the Boca Raton Airport Authority approving Hangar Lease Agreement for Building A5, Hangar 1A by and between the Boca Raton Airport Authority and Boca Aircraft Owners, Inc., at the Boca Raton Airport;

- C. Request for Conditional Approval of Atlantic Aviation sublease for Sky One Holdings, LLC, d/b/a Privaira;

Consider Resolution 01-2-16 of the Boca Raton Airport Authority conditionally approving the request of Atlantic Aviation for the Authority's consent to its Sublease Agreement by and between Atlantic Aviation and Sky One Holdings, LLC d/b/a Privaira;

- D. Request from Premier Aviation for Conditional Approval of permanent, exterior signage for Mattress Firm;

Consider Resolution 01-3-16 of the Boca Raton Airport Authority conditionally approving the request of Premier Aviation for permanent, exterior signage for Mattress Firm.

A MOTION to adopt the Consent Agenda was made by Mr. Brown and seconded by Ms. Budd. The Motion carried unanimously.

STATE, FEDERAL, COUNTY AND MUNICIPAL INPUT

There was no input provided.

Public Input

There was no input provided.

Financial Report

Ms. Camilo presented the Financial Report for December 2015.

A MOTION to accept the Financial Report for December 2015 was made by Mr. Schwartz and seconded by Mr. Feiler. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There were no reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Ms. Bennett provided a status update on TASK 40 – Customs.

Mr. Craig Hanson, architect from Schenkel Schultz, provided images of external materials and internal finishes to the Customs facility.

A discussion ensued.

- B. Mr. Kohut gave an update on Task 44 – Runway/Taxiway Safety Area and Apron Edge Drop Off Corrections.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Feiler gave a report on the Boca Chamber fly-in days to Tallahassee as well as meeting with Florida Airports Council representatives.

Mr. Brown provided input on the Community Appearance Board.

Mr. Fox discussed conditions affecting the Air Traffic Control Tower.

A discussion ensued.

Mr. Folden reported on the Visioning Workshop and provided direction.

A discussion ensued.

PUBLIC INPUT

Mr. Neil Haynie, a Boca Raton resident residing at 800 Cypress Way, asked a question regarding a Customs taxiway and commented on the Visioning Workshop.

OTHER BUSINESS

None.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, February 17, 2016 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 7:23 p.m.

Gene Folden, Chair

Date

**Boca Raton Airport Authority
Special Meeting Minutes
January 28, 2016
Boca Raton Airport Authority Conference Room
903 NW 35th Street
Boca Raton, Florida 33431**

The Boca Raton Airport Authority held a Special Meeting on Thursday, January 28, 2016 at 1 p.m. The meeting included a Visioning Workshop facilitated by an independent consultant. The workshop was open to the public.

MEMBERS IN ATTENDANCE

Gene Folden	Chair
Frank Feiler	Vice-Chair
George Brown	Secretary & Treasurer
Cheryl Budd	Board Member
Jack Fox	Board Member
Bill Schwartz	Board Member

COUNSEL

Dawn Meyers, Esquire – Berger Singerman

STAFF IN ATTENDANCE

Clara Bennett	Executive Director
Janet Sherr	Deputy Executive Director – Business Administration
Mark Cervasio	Director of Operations
Scott Kohut	Operations Manager
Audra Vaz	Business and Public Affairs Manager
Ariadna Camilo	Accounting Coordinator
Jose Blanco	Operations/IT Coordinator

ATTENDEES

Michael Audino	Audino & Associates, Facilitator
Jim Costa	Boca Pilots Association
Kipp Cyr	Atlantic Aviation
Jessica Delvecchio	City of Boca Raton
Andrew Duffell	FARDA
Bill Fairman	Fairman & Associates
Neil Haynie	Runway 5-23 Condo
Martin Heise	Runway 5-23 Condo
William Helwig	Boca Pilots Association
Jeff Johnson	Lynn University
Garry Madolid	Signature Flight Support
Troy McLellan	Boca Chamber of Commerce
Bill Murphy	Citizen

Pete Ricondo	Ricondo & Associates
Tony Saavedra	RVA, Contract Tower Manager
Constance Scott	FAU
Kate Scott	Office of Commissioner Steve Abrams
Michael Schneider	Green Advertising
Scott Singer	Boca Raton City Council
Tom Thayer	Citizen
Steve Walsh	Pilot
Harry Whittle	Boca Aircraft Owners, Inc.

I. PUBLIC PORTION OF THE MEETING

Mr. Folden called the meeting to order at 1:06 pm and welcomed the attendees.

Clara Bennett introduced Michael Audino, Facilitator.

Mr. Audino discussed his role and reviewed the Boca Raton Airport Authority Mission and Vision statements, Values and Strategic Initiatives.

An analysis of the Visioning Workshop Worksheets completed by the Board, Staff and Stakeholders was presented, including:

- Strengths
- Weaknesses
- Opportunities
- Threats
- Needed Services
- Success Characteristics
- Vision and Dream

Three small group discussions ensued to help identify goals. Each group reported their consensuses. Each group presented similar goals.

Group 1: Enhanced stakeholder communication and economic growth, including facilities opportunities.

Group 2: Current and future facilities opportunities.

Group 3: Precision approach and maximize facilities and explore opportunities.

II. PUBLIC COMMENT

Steve Walsh, a pilot residing at 711 NE 36th Street, commented on parcel utilization.

Neil Haynie, a pilot residing at 800 Cypress Way, commented on the workshop and lease reversions.

III. AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Feiler commented on the Visioning Workshop and recommended conducting additional workshops on a regular basis.

Mr. Brown suggested holding a workshop on an annual basis at the same time every year.

Mr. Schwartz reminded the public that all meetings of the Airport Authority are open to the public and encouraged citizens and stakeholders to attend and make their voices heard.

Mr. Fox applauded the attendees for their participation and discussed the board structure and how there are several seats opening up soon. He also encouraged annual review of goals.

Ms. Budd discussed the scorecard for the Airport and its strategic initiatives and goals and that the board reviews it annually. She also recommended open communication of the identified goals, stakeholders, and initiatives.

Mr. Folden also encouraged open communication and recommended holding visioning meetings quarterly in an informal manner.

Ms. Budd discussed Board Member roles as strategic, directional and high level goal setting and not operational.

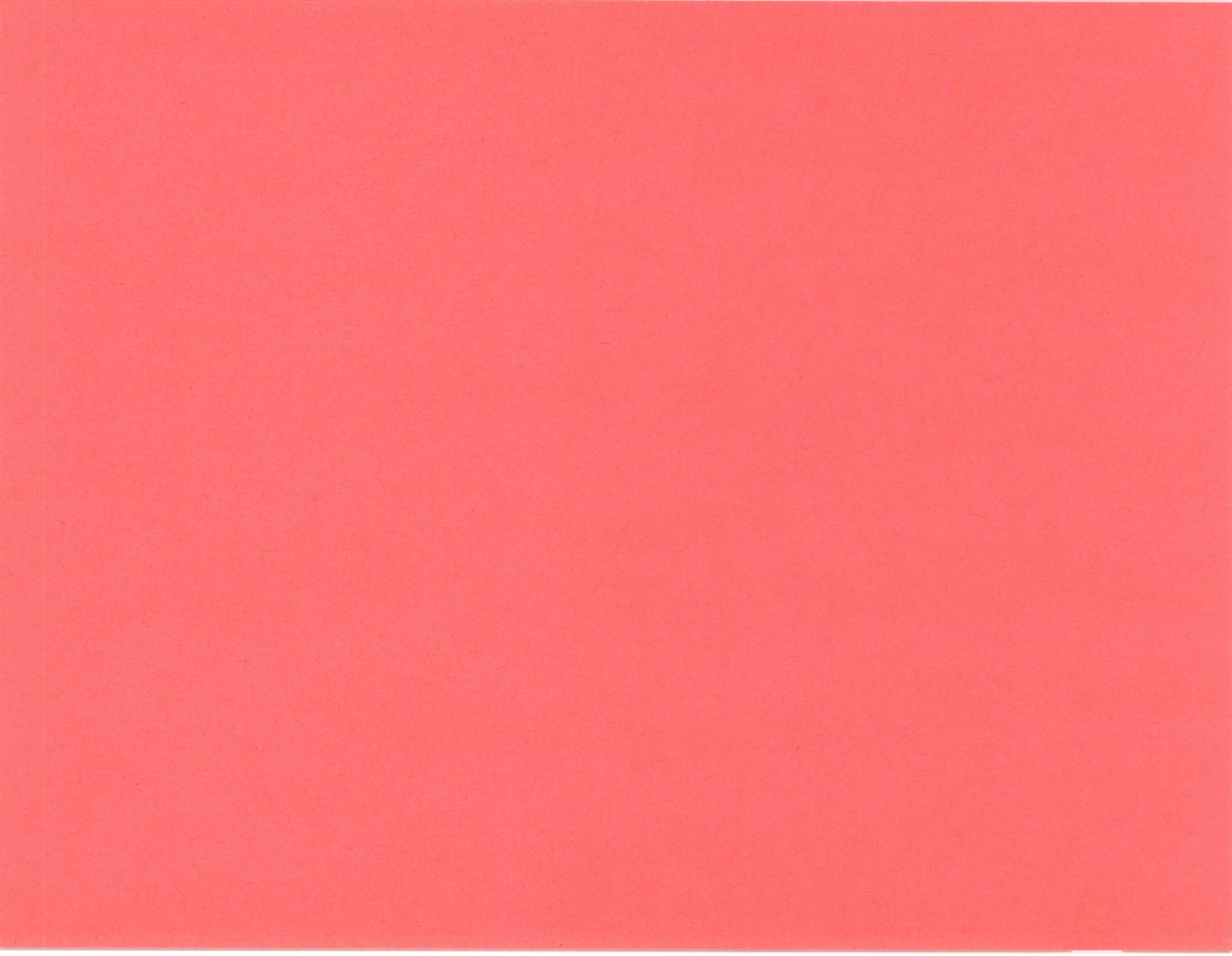
Mr. Brown announced his resignation from the Airport Authority Board, effective February 19, 2016.

IV. ADJOURNMENT

Special Meeting adjourned at 4:00 pm.

Gene Folden, Chair

Date





Memo

To: Gene Folden, Chair and Authority Members

From: Mark Cervasio, Operations Director

Date: February 11, 2016

RE: **Operations and Noise Abatement Report, January 2016**

AGENDA ITEM – IV-A

Airport Management will provide an overview of the Noise Abatement/ Operations Summary for the month of January. 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 January there were 5,618 operations reported by the Tower, which is three percent (3%) more than the operations reported in January 2015.

There were thirteen (13) noise related calls received on the Airport Authority Noise Hotline during the month of January.

Deliveries of Jet A fuel to the airport during the month of January were three percent (3%) less than January of the previous year. Av Gas deliveries during the month of January were three percent (3%) more than January of the previous year.

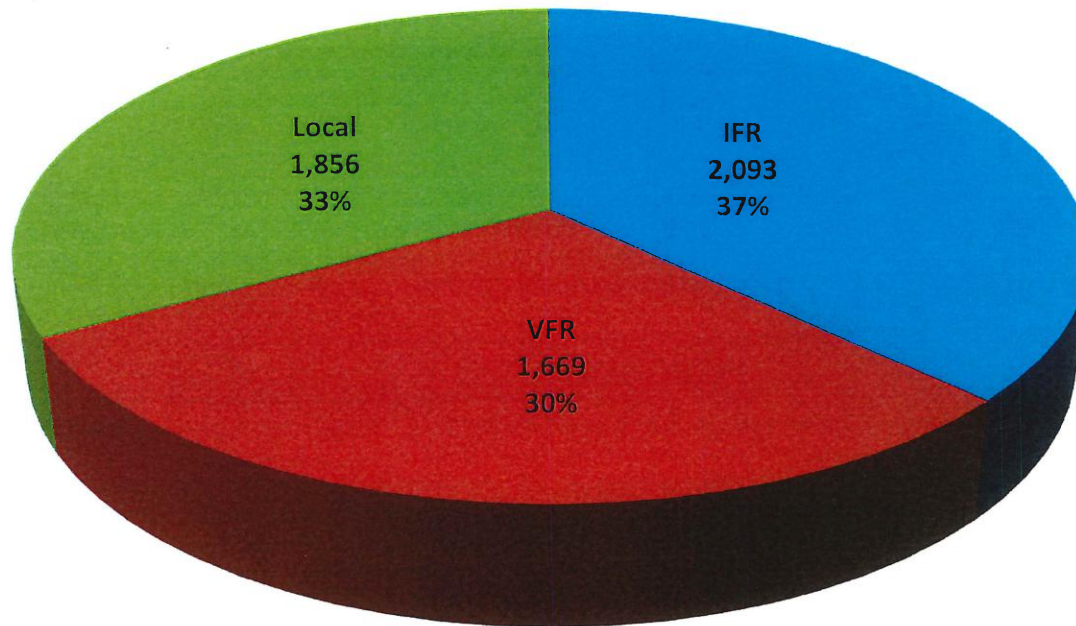
There were no aviation incidents at the airport during the month of January.

Boca Raton Airport Authority
Operations / Noise Abatement Report
January 2016



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

January 2016 Operations

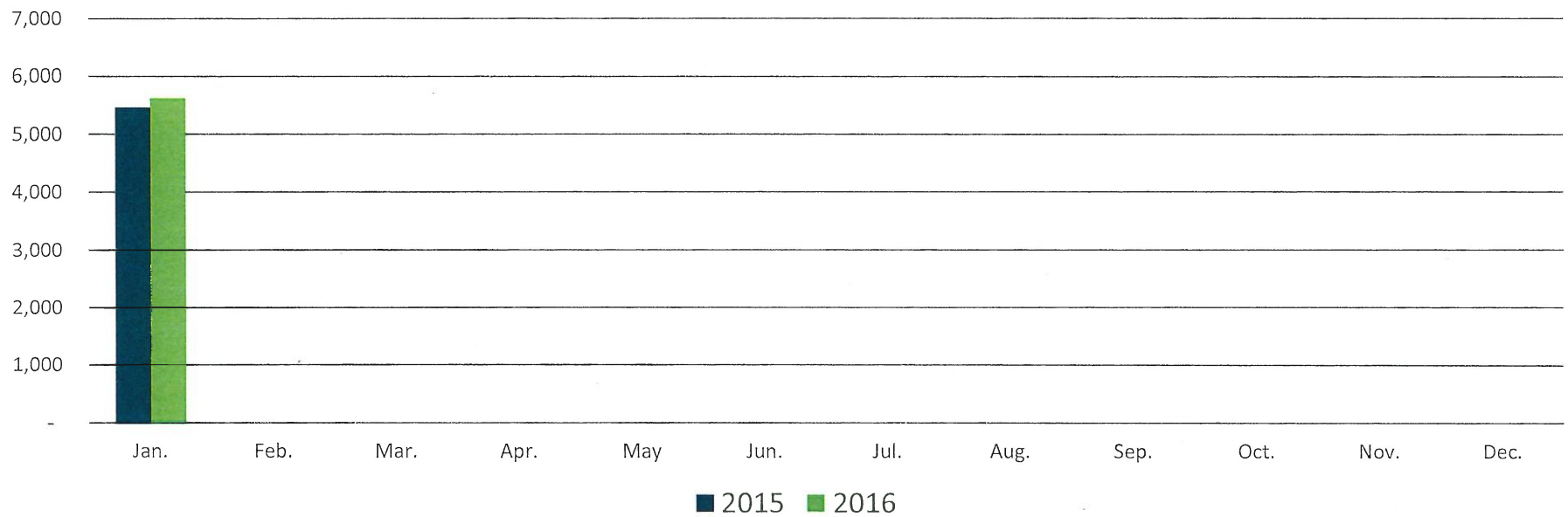


IFR - Instrument Flight Rules (Primarily Jets)
VFR - Visual Flight Rules (Primarily props/helicopters)
Local - Primarily training or prop traffic within the local flight pattern

TOWER OPERATIONS REPORT- YTD 2015/2016

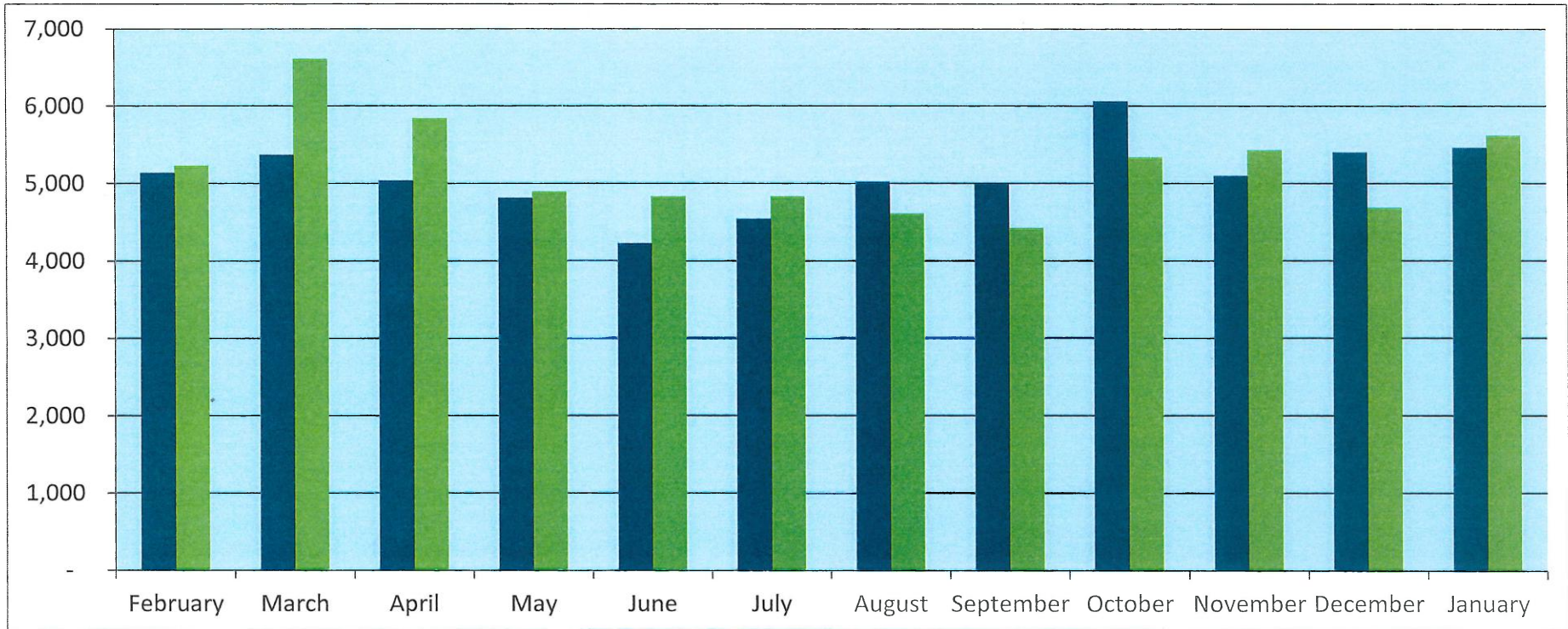
Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Operations
2015	5,462												5,462
2016	5,618												5,618
	156												156
	3%												3%

Tower Operations Report



Monthly Tower Operations February 2014 - January 2015 vs. February 2015 - January 2016

Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Total
5,134	5,370	5,035	4,811	4,226	4,539	5,021	5,000	6,056	5,094	5,398	5,462	61,146
Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Total
5,223	6,605	5,836	4,888	4,827	4,828	4,604	4,418	5,334	5,428	4,683	5,618	62,292

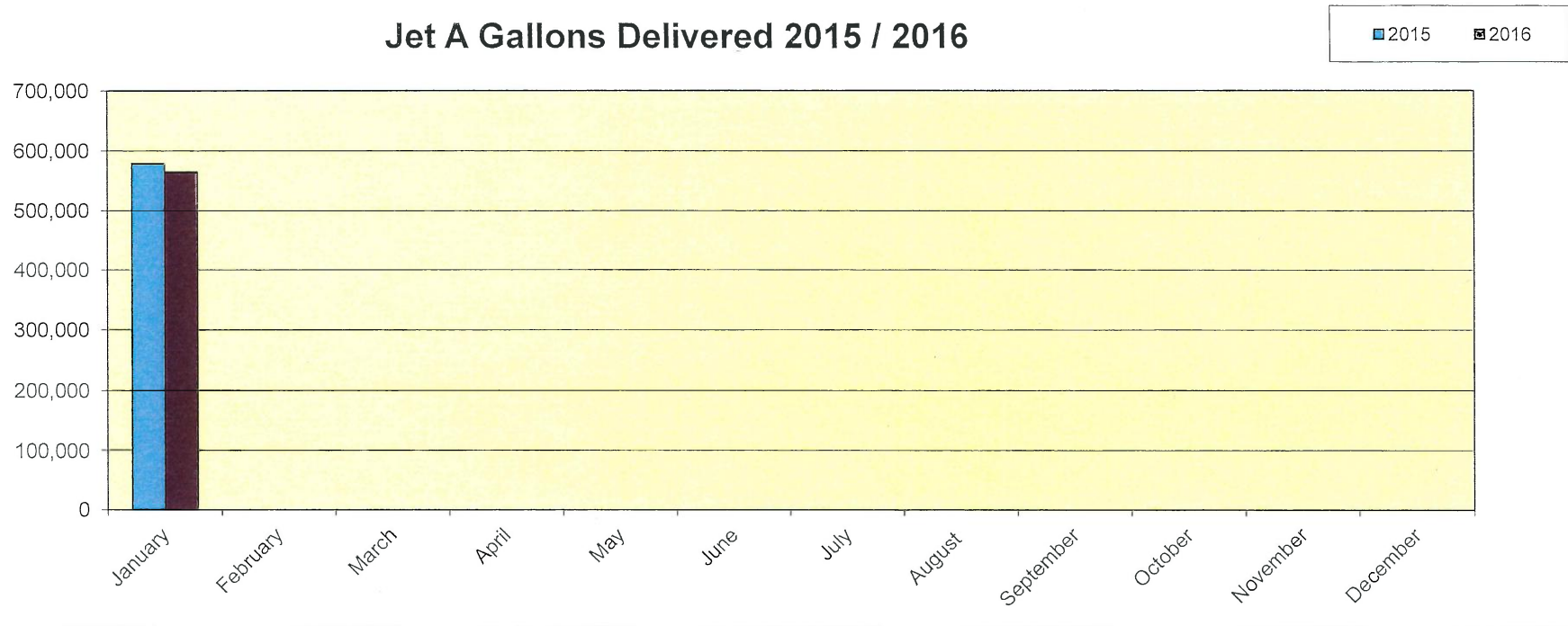


BOCA RATON AIRPORT NOISE ABATEMENT REPORT

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
2015	578,692												578,692
2016	563,942												563,942
	(14,750)												(14,750)
	-3%												-3%

Jet A Gallons Delivered 2015 / 2016

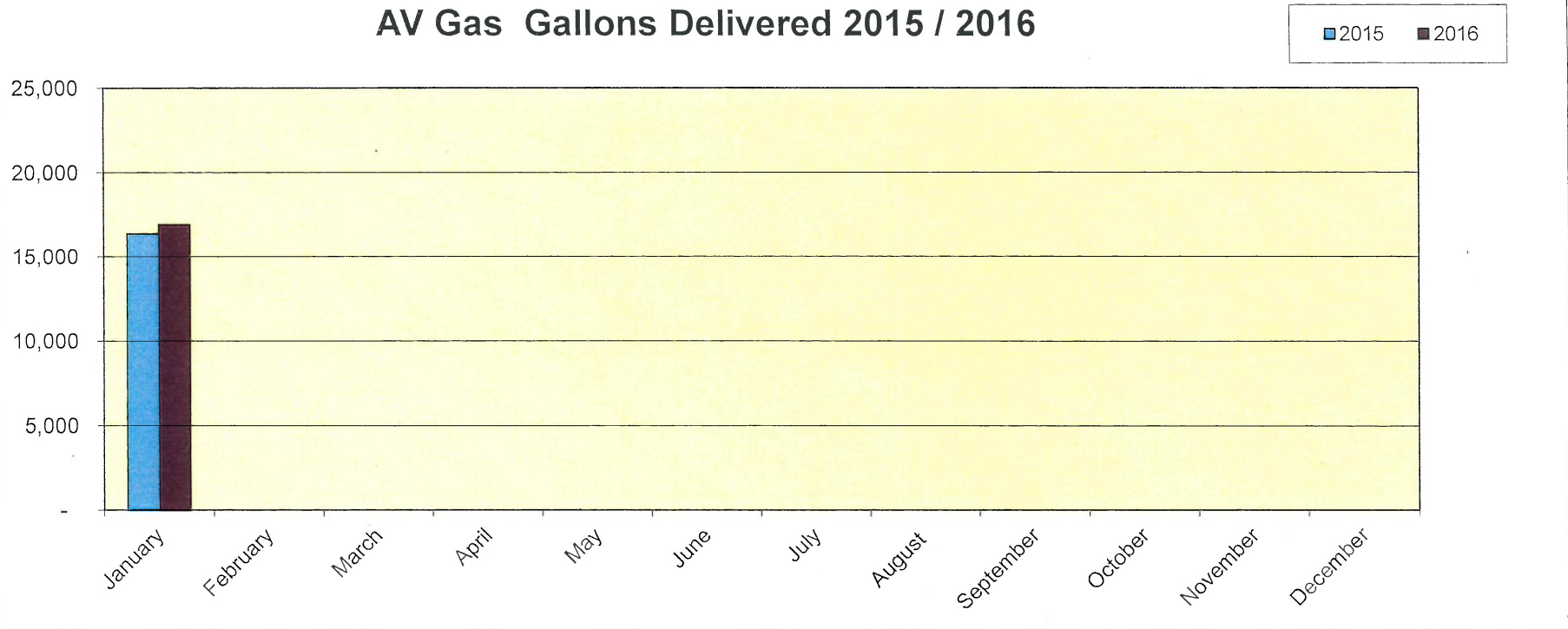


BOCA RATON AIRPORT NOISE ABATEMENT REPORT

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
2015	16,360												16,360
2016	16,899												16,899
	539												539
	3%												3%

AV Gas Gallons Delivered 2015 / 2016



BOCA RATON AIRPORT NOISE ABATEMENT REPORT

January 2016 - NOISE REPORT

First Name	Last Name	Community	Quadrant	A/D/O/T	Runway	Aircraft Category	Tail/Flight Number	Aircraft Type	Stage	Concern	Calls Received
Jim	N/A	N/A	B	D	5	J	NS20WS	Hawker 400	3	Noise	1
Susan	Herr	N/A	C	N/A	N/A	J	N/A	N/A	N/A	Noise, Traffic	2
Barry	Heifanbein	Wimbledon Villas	C	N/A	N/A	All	N/A	N/A	N/A	Noise, Traffic	1
Carl	Schoeppl	N/A	B	N/A	N/A	All	N/A	N/A	N/A	Noise, Traffic	1
Rick	Henderson	Boca Teeca	B	N/A	N/A	J	N/A	N/A	N/A	Noise, Traffic	1
Tina	Mazzorana	Wimbledon Villas	C	N/A	N/A	All	N/A	N/A	N/A	Noise, VC	7

BOCA RATON NOISE ABATEMENT REPORT

NOISE REPORTS Per Quadrant- YTD 2016

Year	Unknown	Quadrant A	Quadrant B	Quadrant C	Quadrant D	Total
2016	0	0	3	10	8	13

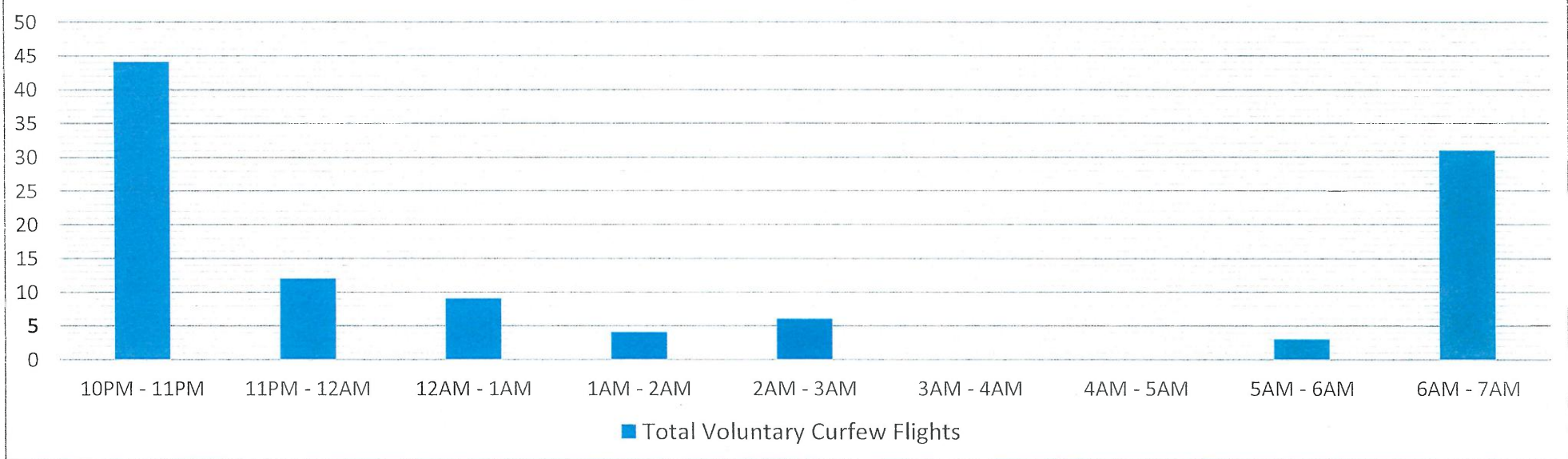
January 2016 - Voluntary Curfew Operations 10:00 PM - 7:00 AM - Not Following Noise Abatement Procedures

	Date	Time	N#	Type	A	D	T&G*	S&G**	RWY	Owner	Address	City	State	Zip	FBO
1	1/4/2016	1:04	N57SK	CL30	A				5	57SK LLC	110 CHURCHMANS RD	New Castle	DE	19720	N/A
2	1/4/2016	6:13 / 6:54	N37270	C310	A	D			5	DYLAN DUBLIN AIR LLC	2401 FRIST BLVD STE 7	Fort Pierce	FL	34950	Atlantic
3	1/8/2016	22:46 / 23:16	N499LX	BE40	A	D			23	TREVIANNA LLC	440 S BABCOCK ST	MELBOURNE	FL	32901	Atlantic
4	1/8/2016	23:29	N3181Q	Helo	A				N/A	SPITZER HELICOPTER LLC	23831 FAIR WEATHER DR	CANYON LAKE	CA	92587	N/A
5	1/9/2016	22:04	N172GN	C172		D			23	PINHEIRO & DUQUE INC	12019 SW 39TH TER	MIAMI	FL	33175	Signature
6	1/11/2016	22:11	N556FC	SR22	A				5	LINXX AVIATION LLC	1320 KEMPSVILLE RD	VIRGINIA BEACH	VA	23464	N/A
7	1/14/2016	22:35	N58AW	C414			1		23	FL414 LLC	7171 N FEDERAL HWY	BOCA RATON	FL	33487	Touch & Go
8	1/15/2016	23:14	N8HQ	BE40	A				23	MLW LAPALOMA INC	530 BRISCOE BLVD	LAWRENCEVILLE	GA	30045	N/A
9	1/16/2016	6:54	N45DJ	EA50	A				23	FLIGHT CLUB AVIATION LLC	730 N DEAN RD STE 200	AUBURN	AL	36830	Signature
10	1/18/2016	22:34	N1977H	E135	A				5	HAMISTER GROUP LLC	10 LAFAYETTE SQ STE 1900	BUFFALO	NY	14203	Atlantic
11	1/18/2016	22:40	N89CE	F2TH	A				5	CAESARS ENTERTAINMENT OPERATING CO INC	5240 HAVEN ST HNGR 8	LAS VEGAS	NV	89119	Atlantic
12	1/18/2016	22:51	N151CM	F2TH	A				5	NORTHWOOD AVIATION LLC	1676 S OCEAN BLVD	PALM BEACH	FL	33480	Signature
13	1/18/2016	22:59	N780JS	C25B	A				5	JS C/J3 LLC	18952 MACARTHUR BLVD STE 200	IRVINE	CA	92612	N/A
14	1/21/2016	22:37	N560HD	C580	A				23	RED WING AEROPLANE CO	PO BOX 68	Bay City	WI	54723	Atlantic
15	1/21/2016	22:51	N58AJ	GLF3	A				5	AIR STERLING LLC	111 GREAT NECK RD STE 408	GREAT NECK	NY	11021	N/A
16	1/21/2016	22:53	N822TM	H25B	A				5	AIRCRAFT HOLDING CO ONE LLC	2101 COUNTY ROAD 6	ELKHART	IN	46514	Signature
17	1/22/2016	22:50	N940VA	BE40	A				23	BANK OF UTAH TRUSTEE	200 E SOUTH TEMPLE STE 210	SALT LAKE CITY	UT	84111	Atlantic
18	1/24/2016	22:05	N64HT	LJ40	A				5	ROYAL PALM LEAR 40 LLC	8000 N FEDERAL HIGHWAY #110	BOCA RATON	FL	33487	Signature
19	1/25/2016	6:45	N286SD	LJ35		D			5	JOURNEY 1160 LLC	3700 AIRPORT RD STE 206	BOCA RATON	FL	33431	N/A
20	1/25/2016	22:34	N524XA	C550	A				5	FXC NATION LEASING LLC	701 S SWINTON AVE APT G	DELRAY BEACH	FL	33444	Atlantic
21	1/28/2016	22:04	N991DB	LJ60	A				5	ONEIDA EQUIPMENT LEASING INC	11611 SAN VICENTE BLVD STE 1020	LOS ANGELES	CA	90049	Signature
22	1/31/2016	22:36	N498SR	SR22	A				5	GAINESVILLE AIRCRAFT SALES INC	620 NW 23RD ST	Gainesville	FL	32607	Signature
23	1/31/2016	22:57	N219EA	EA50	A				5	SST AVIATION INC	11930 RESEARCH CIR	ALACHUA	FL	32615	Signature

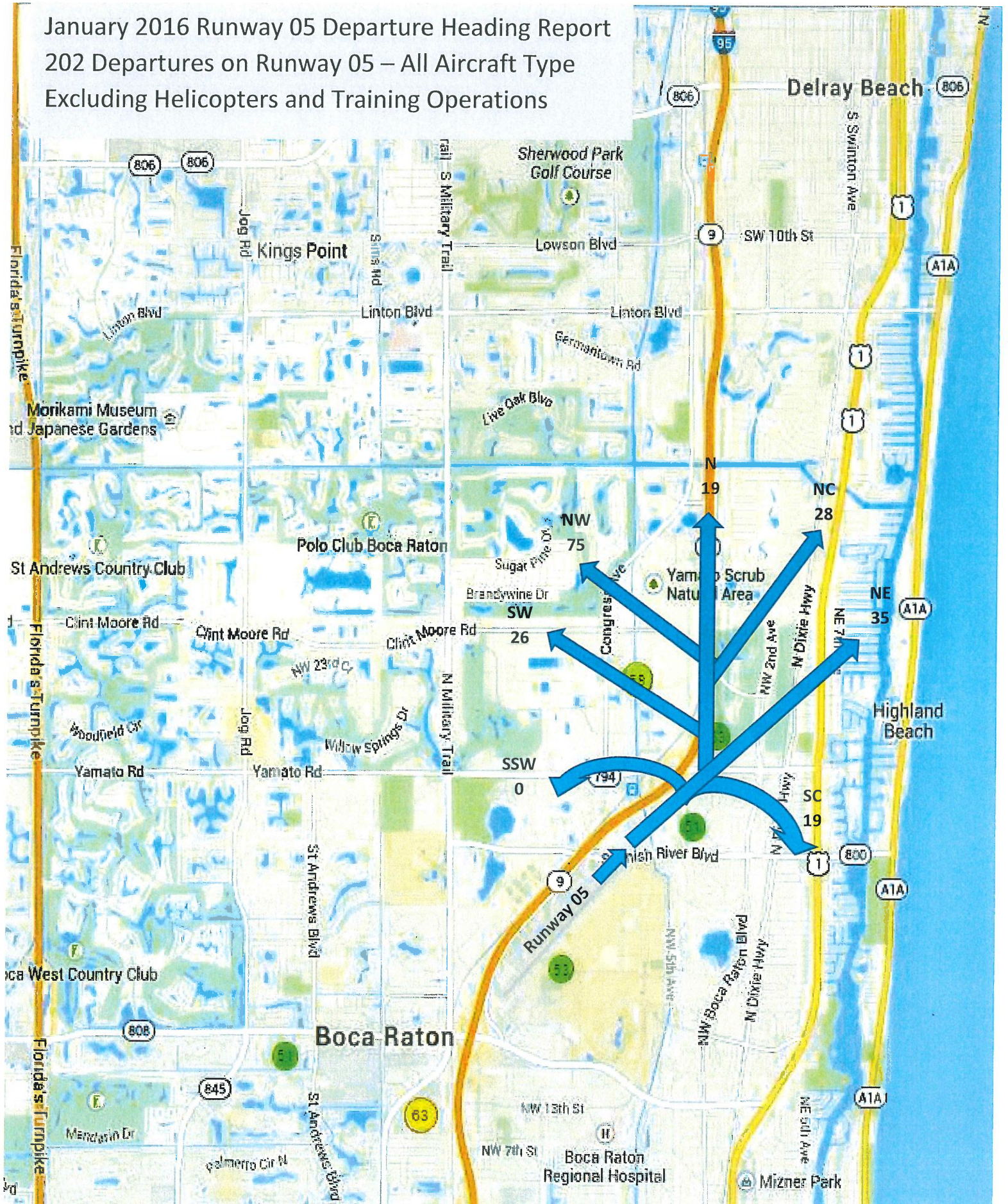
* Touch and Go Operations
 ** Stop and Go Operations

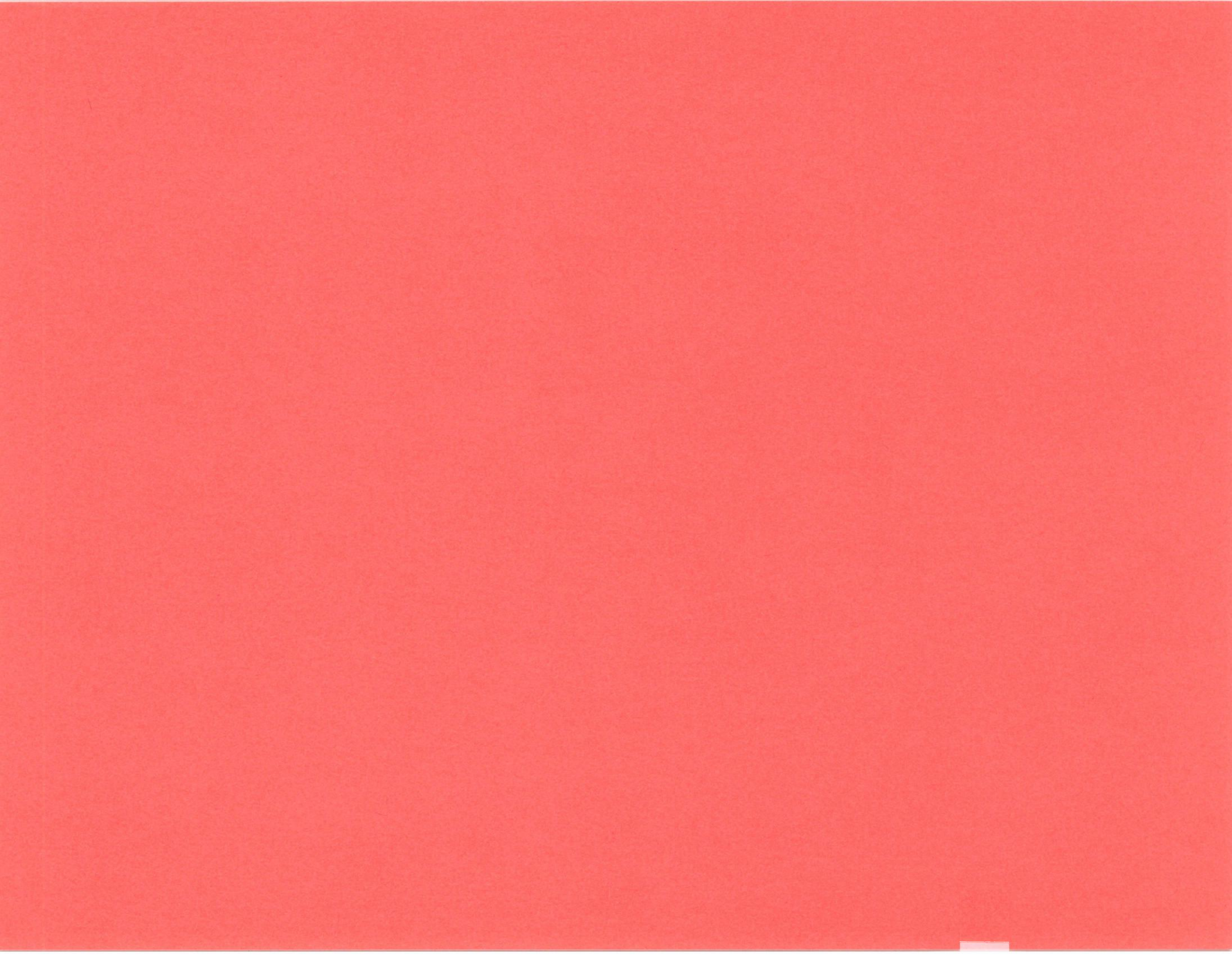
Day vs. Night Operations Annual & Current Month									
	2009	2010	2011	2012	2013	2014	2015	2016 YTD	Jan-16
Total Operations	50,295	55,540	58,816	52,097	50,473	62,010	63,716	5,727	5,727
Night Operations	1,209	1,444	1,656	1,466	1,520	1,728	1,580	109	109
Day Operations	49,086	54,096	57,160	50,631	48,953	60,282	62,136	5,618	5,618
Night Ops % of Total Ops	2%	3%	3%	3%	3%	3%	2%	2%	2%

Voluntary Curfew Operations by Hour - January 2016



January 2016 Runway 05 Departure Heading Report
202 Departures on Runway 05 – All Aircraft Type
Excluding Helicopters and Training Operations







Memo

To: Gene Folden, Chair and Authority Members

From: Clara Bennett, Executive Director

Date: February 12, 2016

RE: **Financial Report – January 2016**

AGENDA ITEM – VII

Airport Management will provide an overview of the Financial Report for the four months ending January 31, 2016.

Total Operating Revenues as of January 31, 2016 were \$1,124,794, a decrease of \$14,550 or 1.3% to budget. This decrease is primarily attributable to fuel flowage fee revenue, which is anticipated to stabilize as the year progresses. Interest Income is up 34.2% compared to budget.

Total Non-Operating Revenues as of January 31, 2016 were \$127,824. The majority of non-operating revenues were attributable to Florida Department of Transportation grant reimbursements for Task 34 – ATCT Renovations, Task 40 – Customs Facility and Task 41 – Security Enhancements.

Total Operating Expenses as of January 31, 2016 were \$775,481, a decrease of \$93,355 or 10.7% compared to budget. Significant variances in expenses compared to budget for the four months ending January 31, 2016 are as follows:

- Personnel Expenses are up \$67,397 or 18.4% to budget, due to the timing of payroll expenses in relation to the annualized budget.
- Professional Services expenditures are down \$83,760 or 73.7% to budget, primarily due to expenses being less than anticipated.
- Airport Operations expenditures are down \$33,293 or 26.2% to budget, as significant expenses are anticipated to occur in the second half of the fiscal year.
- Marketing & Special Events expenditures are down \$37,010 or 84.1% to budget, as significant expenses are anticipated to occur in the second half of the fiscal year.

Total Non-Operating Expenses as of January 31, 2016 were \$814,961. The majority of non-operating expenses were attributable to Task 27 – Administration Building, Task 40 – Customs Facility, Task 42 – EMAS, and Task 43 – Airport Marketing Plan of the Capital Improvement Program. Of the total \$814,961 in Non-Operating Expenses, \$13,449 were attributable to project-related legal fees primarily for Task 40 – Customs Facility.



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Four Months Ending January 31, 2016
 (unaudited)

Summary Results

	FY 2016 Annual Budget	FY 2016 January Actual	FY 2016 January Budget	Variance FY 2016 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 3,418,030	\$ 1,124,794	\$ 1,139,343	\$ (14,550)	-1.3%
Operating Expenses	\$ 2,606,509	\$ 775,481	\$ 868,836	\$ (93,355)	-10.7%
Depreciation	\$ 1,252,642	\$ 417,547	\$ 417,547	\$ -	0.0%
Operating Income/(Loss)	\$ (441,121)	\$ (68,234)	\$ (147,040)	\$ 78,806	-53.6%
Non-Operating Revenues	\$ 14,465,494	\$ 127,824			
Change in Net Assets	\$ 14,024,373	\$ 59,589			



Boca Raton Airport Authority
Actual Revenue Results Versus Budget
For the Four Months Ending January 31, 2016
 (unaudited)

Revenue Summary

	FY 2016 Annual Budget	FY 2016 January Actual	FY 2016 January Budget	Variance FY 2016 Actual vs. Budget	
				Dollars	Percent
Rent Revenues	\$ 2,790,610	\$ 929,462	\$ 930,203	\$ (741)	-0.1%
Fuel Flowage Fees	\$ 560,000	\$ 152,011	\$ 186,667	\$ (34,656)	-18.6%
Interest Income	\$ 31,920	\$ 14,275	\$ 10,640	\$ 3,635	34.2%
Other Revenues	\$ 35,500	\$ 29,045	\$ 11,833	\$ 17,212	145.5%
Total Operating Revenues	\$ 3,418,030	\$ 1,124,794	\$ 1,139,343	\$ (14,550)	-1.3%
FDOT Grants	\$ 2,791,767	\$ 127,824			
FAA Grants	\$ 11,673,727	\$ -			
Total Non-Operating Revenues	\$ 14,465,494	\$ 127,824			



Boca Raton Airport Authority
Actual Expense Results Versus Budget
For the Four Months Ending January 31, 2016
 (unaudited)

Expense Summary

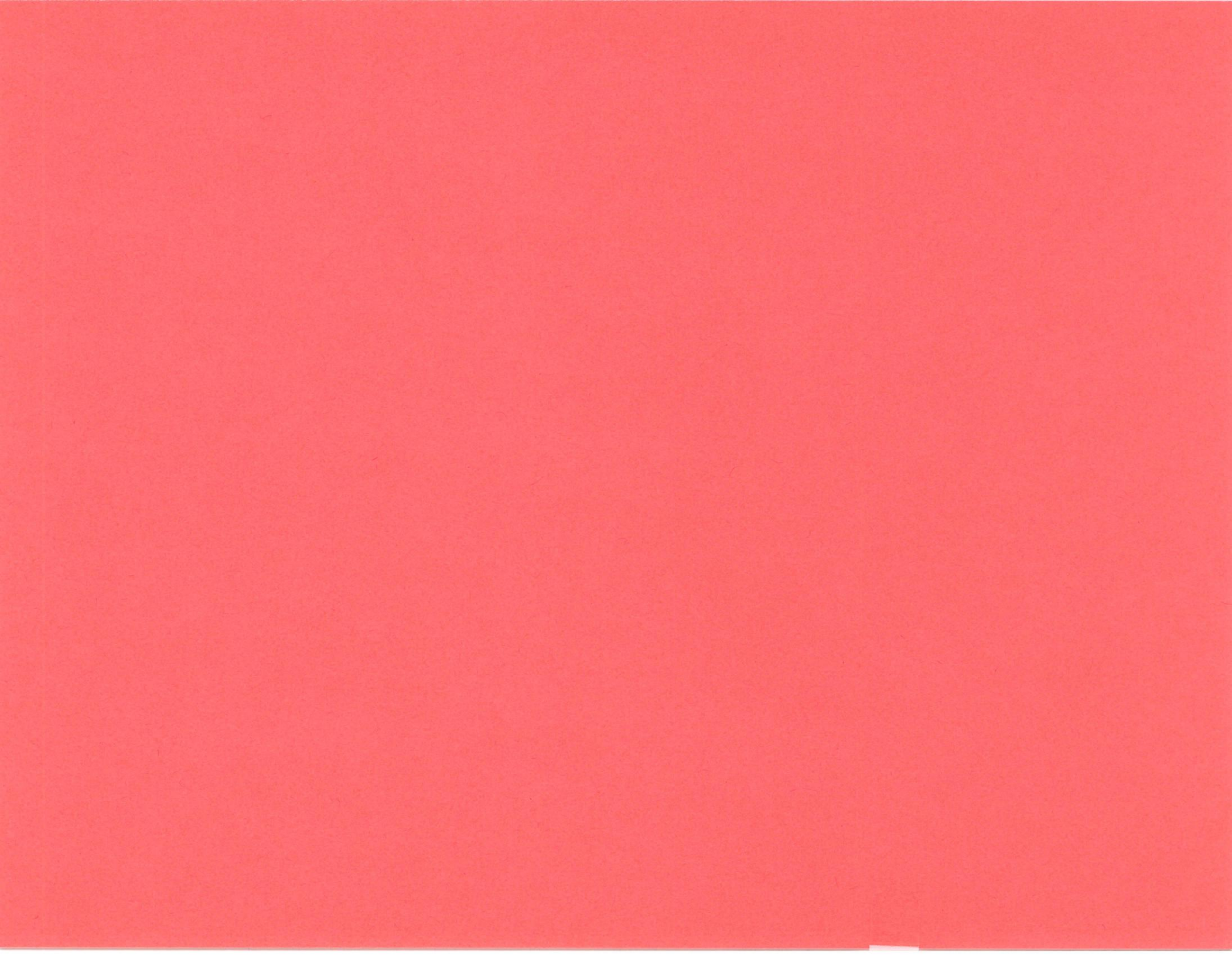
	FY 2016 Annual Budget	FY 2016 January Actual	FY 2016 January Budget	Variance FY 2016 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,135,686	\$ 433,713	\$ 366,316	\$ 67,397	18.4%
Professional Services	\$ 335,200	\$ 29,900	\$ 113,660	\$ (83,760)	-73.7%
Operating Expenses	\$ 260,111	\$ 100,970	\$ 92,748	\$ 8,222	8.9%
Airport Operations	\$ 513,692	\$ 141,607	\$ 174,901	\$ (33,293)	-19.0%
Insurance Expense	\$ 132,335	\$ 45,821	\$ 62,118	\$ (16,298)	-26.2%
ATCT Facility	\$ 43,276	\$ 16,482	\$ 15,095	\$ 1,386	9.2%
Marketing & Special Events	\$ 76,000	\$ 6,988	\$ 43,997	\$ (37,010)	-84.1%
Total Operating Expenses	\$ 2,496,300	\$ 775,481	\$ 868,836	\$ (93,355)	-10.7%
Capital Outlay	\$ 175,000	\$ 5,629			
Capital Improvement Program	\$ 16,794,807	\$ 809,332			
Total Non-Operating Expenses	\$ 16,969,807	\$ 814,961			



Boca Raton Airport Authority
Balance Sheet Summary
 For the Four Months Ending January 31, 2016
 (unaudited)

Summary Results

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 693,246	Accounts Payable	\$ 75,973
Receivables	\$ 85,711	Due to Other Governements	\$ 87,241
Due From Other Governments	\$ 446,394	Compensated Absences, short-term	\$ 16,019
Money Markets	\$ 1,331,656		
Certificates of Deposit	\$ 5,201,036	Total Current Liabilities	\$ 179,233
Certificates of Deposit, Restricted	\$ 180,217		
Other Assets	<u>\$ 94,376</u>	Non-Current Liabilities	
Total Current Assets	\$ 8,032,636	Security Deposits	\$ 167,879
		Deferred Rent Income	\$ 121,522
Non-Current Assets		Compensated Absences, long-term	<u>\$ 845</u>
Rent Receivable	\$ 548,046	Total Non-Current Liabilities	\$ 290,246
Capital Assets			
Land	\$ 1,791,886	Total Liabilities	<u><u>\$ 469,479</u></u>
Avigation Easements	\$ 4,835,961		
Project in Progress	\$ 5,780,539	Capital	
Buildings	\$ 2,854,224	Florida Operations Trust Fund	\$ 267,950
Land Procurement	\$ 955,070	Retained Earnings	\$ 25,798,170
Leasehold Improvements	\$ 8,220,981	Contributed Capital - Federal	\$ 317,029
Furniture, Fixtures, and Equipment	\$ 2,580,724	Contributed Capital - State	\$ 6,430,281
Infrastructure	\$ 13,646,351	Net Income	<u>\$ 59,589</u>
Less Accumulated Depreciation	<u>\$ (15,903,920)</u>		
Total Non-Current Assets	\$ 25,309,863	Total Capital	\$ 32,873,020
Total Assets	<u><u>\$ 33,342,499</u></u>	Total Liabilities & Capital	<u><u>\$ 33,342,499</u></u>





Memo

To: Gene Folden, Chair and Authority Members
From: Clara Bennett, Executive Director
Date: February 17, 2016
RE: **Contract Tower Program Update**

AGENDA ITEM – IX-A

The American Association of Airport Executives US Contract Tower Association held its Policy Board Meeting on February 3-5, 2015 in Monterrey, CA. I attended as a new member of the Policy Board, having been appointed in September, 2015.

The meeting was informative and productive. Topics discussed included:

- An update on the Federal Contract Tower (FCT) Program and Contract Tower;
- Weather Observers presented by Kim Curry, FAA FCT Program Manager;
- Final results of the FY 2016 Contract Tower Program Appropriations;
- An update on the FY 2017 Contract Tower Program Appropriations;
- An update on Remote Towers;
- An update on staffing challenges at Contract Towers; and
- A discussion of Contract Tower proposals and strategy for the pending FAA reauthorization

The Contract Tower Program fared well in appropriations in the 2016 and 2017 Fiscal Years. As part of the federal government omnibus spending bill for FY 2016 approved by Congress and signed by the President in December, \$154.4 million in funding is guaranteed and full funding included for the FAA Contract Tower Program. The \$154.4 million funding level is expected to (1) fund all current 253 contract towers, including the 16 towers in cost share program; (2) fully fund one new start tower in FY '16, and (3) and provide catch-up funding for the U.S. Department of Labor mandated wage determinations.

The President's budget for FY 2017 includes an increase from current year funding levels to \$158.8 million for the Contract Tower Program.

The program also fared well in the proposed FAA reauthorization bill presented by Bill Shuster (R-PA), Chairman of the House Transportation and Infrastructure (T&I) Committee. A summary of the pro-contract tower provisions in the base bill is attached to this memo (**Attachment 1**).

These funding levels and pro-contract tower provisions in the reauthorization bill are the result of overwhelming support from elected officials across the country. Most recently, 61 House Members signed a letter dated November 23, 2015 sent to leaders of the House Transportation and Infrastructure Committee. Our two local Members of Congress, Congresswoman Lois Frankel and Congressman Ted Deutch both signed the letter in support of the program and Boca Raton Airport. A copy of the letter is attached (**Attachment 2**).

Also attached to this memo is a summary of the provisions contained in the FAA reauthorization bill prepared by the American Association of Airport Executives and Airports Council International (**Attachment 3**). The most controversial of these provisions is the proposed creation of an Air Traffic Control corporation to operate the nation's air traffic system.

Attachment

1

TO: Airports in the FAA Contract Tower Program and ATC Contractors

We have good news to report on the contract tower provisions included in the FAA reauthorization bill introduced this morning by Bill Shuster (R-PA), Chairman of the House Transportation and Infrastructure (T&I) Committee.

Although not perfect, the legislation includes several pro-airport contract tower provisions in the base bill, including:

Reforms to the Benefit/Cost Analysis for the FAA Contract Tower Program

- Except for airports in the cost-share program, the FAA is prohibited from conducting benefit/cost (b/c) analyses on airports in the FAA Contract Tower Program unless air traffic activity at a contract tower airport drops by more than 25 percent in a single year or more than 60 percent of a three year period. Cost-share contract towers will have b/c's conducted annually.
- Ten (10) percentage points are automatically added to all contract tower b/c's to capture the non-quantifiable benefits of operating towers. The current cap on cost share payments is 20 percent. As such, the most an airport would pay to participate in the contract tower cost-share program is ten (10) percent.
- The FAA can only include the following costs of the FAA to calculate contract tower b/c's: (1) controller staffing costs; (2) FAA's telecommunication costs; (3) tower equipment paid for and installed by FAA, and (4) any travel costs for FAA personnel to maintain tower equipment owned by the FAA.
- If an airport is issued a new b/c that is below 1.0 and does not wish to appeal, the cost share payment for the airport goes into effect 12 months after receipt of the new b/c. If the airport decides to appeal the new b/c, there is a total of 19 months from the initial receipt of the new b/c for the appeal/review process to when the final b/c is issued and cost share payment becomes effective.

Protection for Contract Towers in the ATC Corporation

As expected, Chairman Shuster's bill would create a non-profit corporation to operate the air traffic control system. If the ATC corporation proposes to close a FAA contract tower that results in an airspace change or reclassification, the legislation requires the corporation to conduct a safety risk management assessment; an assessment of the impact of the proposed closure on the operation of the national airspace system; an assessment of the impact of the proposed closure on local communities, including air service, and any other safety or operational information that the Secretary of Transportation determines to be necessary to understand the safety impact of the proposed closure. The legislation also requires the corporation to develop a process to receive input from the public, impacted air traffic services users, local communities, and the airport operator of the airport where the contract tower proposed to be closed is

located. It is important to note that the contact tower program was the only FAA program that received a special carve out for protection in the proposed ATC corporation.

AIP Eligibility for Contract Tower Construction and Remote Towers

The legislation lifts the cap on AIP entitlement and state apportionment funds that an airport can use to construct and/or equip a FAA contract tower (current cap is \$2 million). The legislation also allows airports to use AIP entitlement and state apportionment funds for remote towers.

Chairman Shuster is expected to mark up the bill in the T&I Committee on February 11 and then move for consideration on the House floor in the next couple of weeks. The action will then move to the Senate, where we will continue to push for local airport approval to any proposed contract tower closure in addition to our other priorities. This is just the first step in what many expect will be a very long process to complete the FAA reauthorization bill on the Hill.

Thanks very much for your time and efforts the past year working with your respective House members. Your collective voices clearly made a positive difference in the contract tower provisions that were eventually included in the House bill!

Spencer Dickerson, C.M.
Senior Executive Vice President for Global Operations
AAAE/IAAE
601 Madison St., 4th Floor
Alexandria, VA 22314
phone 703/824-0500, ext. 130
sdickerson@aaae.org

Attachment

2

Congress of the United States
House of Representatives

Washington, DC 20515

November 23, 2015

The Honorable Bill Shuster
Chairman
House Transportation and Infrastructure
Committee
U.S. House of Representatives
2268 RHOB
Washington, D.C. 20515

The Honorable Frank A. LoBiondo
Chairman
House Aviation Subcommittee
U.S. House of Representatives
2427 RHOB
Washington, D.C. 20515

The Honorable Peter A. DeFazio
Ranking Member
House Transportation and Infrastructure
Committee
U.S. House of Representatives
2134 RHOB
Washington, D.C. 20515

The Honorable Rick Larsen
Ranking Member
House Aviation Subcommittee
U.S. House of Representatives
2113 RHOB
Washington, D.C. 20515

Dear Chairman Shuster, Chairman LoBiondo, Ranking Member DeFazio, and Ranking Member Larsen:

As you consider legislation to reauthorize the Federal Aviation Administration (FAA), we urge you to protect and maintain the Federal Contract Tower Program, especially in light of its importance in supporting the readiness and training of our military.

Many airports participating in the Federal Contract Tower Program are located near or adjacent to military bases and serve as significant readiness or training facilities for military units — Active, Guard and Reserve. The manned towers at these airports ensure the airspace is controlled to safely support the volume of training and other operations conducted by our military. In fact, contract towers nationwide handled over 1.3 million military-related operations in 2014. This active military/civilian collaboration aids in strengthening our national security. Without the Federal Contract Tower Program, the vast majority of these airports would be unable to continue operating a tower. As a result, the military units actively using these airports would be forced to significantly curtail their activities or operate from more distant, busier airports that support substantial commercial aviation operations.

Attached is a detailed report on FAA contact tower airports that have substantial military-related operations — 73 airports in 33 states plus Puerto Rico. For example, military units, including active duty Air Force and South Dakota Air National Guard, perform 8,000 operations annually at Rapid City Regional Airport in South Dakota. Further, Cecil Field Airport in Jacksonville, Florida, supports over 47,000 annual military and national security operations, including the U.S. Coast Guard, Customs and Border Protection, Fleet Readiness Center Southeast and the Florida Army National Guard. We hope this information proves helpful in informing your efforts to reauthorize the FAA.

The federal contract tower program, in place for more than 30 years, is a prime example of an effective public-private partnership between government and the private sector that has improved aviation safety. Currently, 252 airports and their surrounding communities benefit from the federally funded towers, which operate as one of FAA's most cost-effective programs for taxpayers. Contract towers handle approximately 28 percent of the nation's air traffic control tower operations but account for only 14 percent of FAA's total tower operations budget. Repeated studies by the U.S. Transportation Department Inspector General have shown that the contract tower program increases aviation safety while reducing costs to taxpayers and the federal government. Also, it is important to note that approximately 80 percent of the contract controller workforce are veterans.

Congress has demonstrated numerous times—in bipartisan and bicameral fashion—the merit and need for the Federal Contract Tower Program. The attached document detailing the extensive number of military-related operations handled by Contract Towers across the nation is more evidence of the cost-effective benefits provided by this important program. We look forward to working with you to ensure the continued success of this program.

Sincerely,



Bob Goodlatte
Member of Congress



Frederica S. Wilson
Member of Congress



John Ratcliffe
Member of Congress



G. K. Butterfield
Member of Congress



Blake Farenthold
Member of Congress



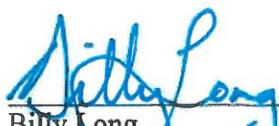
Walter B. Jones
Member of Congress




Steve Russell
Member of Congress



Steve Knight
Member of Congress


Billy Long
Member of Congress


Filemon Vela
Member of Congress


Steve Pearce
Member of Congress



Tony Cardenas
Member of Congress


Ed Royce
Member of Congress



Alan Grayson
Member of Congress



Ryan Zinke
Member of Congress


Glenn 'GT' Thompson
Member of Congress


Ted Deutch
Member of Congress

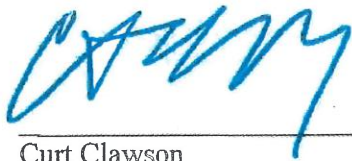

Tim Huelskamp
Member of Congress


Tom Cole
Member of Congress


Kevin Yoder
Member of Congress


Gregg Harper
Member of Congress


Dan Benishek M.D.
Member of Congress



Curt Clawson
Member of Congress



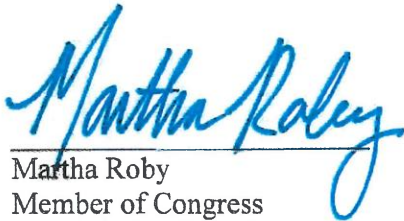
Lynn Jenkins, CPA
Member of Congress



Martha McSally
Member of Congress



Richard Hudson
Member of Congress



Martha Roby
Member of Congress



Trent Franks
Member of Congress



Robert Hurt
Member of Congress



Bill Johnson
Member of Congress



Vicky Hartzler
Member of Congress



Steve Stivers
Member of Congress



Joe Courtney
Member of Congress



Lois Frankel
Member of Congress



Bill Flores
Member of Congress



Sam Johnson
Member of Congress



John K. Delaney
Member of Congress



Cathy McMorris Rodgers
Member of Congress



Julia Brownley
Member of Congress



Paul A. Gosar, D.D.S.
Member of Congress



Denny Heck
Member of Congress



Charles Boustany, Jr., MD
Member of Congress



Blaine Luetkemeyer
Member of Congress



Dennis A. Ross
Member of Congress



Bradley Byrne
Member of Congress



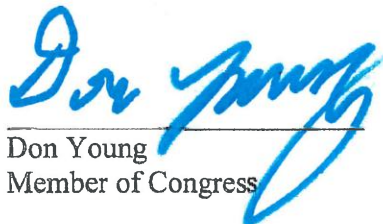
Lamar Smith
Member of Congress



Gwen Graham
Member of Congress



Jim Costa
Member of Congress



Don Young
Member of Congress



David P. Joyce
Member of Congress

Andy Harris
Member of Congress

Sam Farr
Member of Congress

Tom Reed
Member of Congress

Sean Duffy
Member of Congress

Ed Whitfield
Member of Congress

Lloyd Doggett
Member of Congress

Eddie Bernice Johnson
Member of Congress

Steven Palazzo
Member of Congress

Lee Zeldin
Member of Congress

Trent Kelly
Member of Congress

Marc Veasey
Member of Congress

Attachment

3

More Details on House FAA Bill February 3, 2016

As we reported earlier today, House Transportation and Infrastructure Committee Chairman Bill Shuster (R-PA) today unveiled a six-year "transformational" FAA reauthorization bill that would separate the Air Traffic Organization from the FAA and keep the federal cap on local Passenger Facility Charges at \$4.50.

AAAE and ACI-NA Joint Statement

AAAE President and CEO Todd Hauptli and ACI-NA President and CEO Kevin M. Burke earlier today issued a joint statement that highlights some of the positive provisions in the bill, points out some of the shortcomings, and describes the work that still needs to be done to ensure that airports have enough resources to finance critical infrastructure projects.

"We recognize today's introduction of the AIRR Act is an initial step, not the last step, of a complex process. We are pleased to see the Chairman's proposal preserves and protects essential funding for the Airport Improvement Program (AIP) and that it removes a burdensome requirement to better streamline the FAA approval process for needed infrastructure project funding."

"We are serially underinvesting in airports in this country by more than \$3 billion annually according to the FAA, and the proposal put forward today misses a significant opportunity to tackle the real challenge of aging airport infrastructure and airports' ability to serve their passengers and communities. The easiest way to build airport infrastructure and let airports address their own local needs is through a modernized Passenger Facility Charge (PFC) program."

"As the FAA reauthorization process continues, AAAE and ACI-NA will continue to urge Congress to adjust the federal cap on local PFCs so that airports can do their part to meet the infrastructure needs of our national aviation system. There is a long way to go before this legislation is ready for final adoption by the Congress."

Highlights of H.R. 4441, the Aviation Innovation, Reform, and Reauthorization Act of 2016

- **ATC Reform:** Separates the Air Traffic Organization from the FAA and creates a "federally-chartered, fully independent, not-for-profit corporation."
- **PFC Cap:** Maintains PFC cap at \$4.50.
- **PFC Significant Contribution:** Eliminates the significant contribution test for large and medium hub airports.
- **PFC Streamlining:** Streamlines the PFC application and approval process for small and medium hub airports.
- **AIP Funding:** Increases AIP funding to slightly more than \$3.8 billion by FY22.
- **Contract Towers:** Includes some welcome ATC-related protections for contract towers and airport-backed proposals to reform the benefit/cost analysis.

- **Pilot Shortage:** Does not include RAA's proposal to create an alternative pathway for first officers to receive a restricted Airline Transport Pilot certificate.
- **Essential Air Service:** Increases authorization level to a total of \$315 million by FY22.
- **Small Community Air Service:** Authorizes \$5 million annually through FY22 and includes a AAEE and ACI-NA proposal that would allow current small hub and smaller airports to be eligible to participate in the program - not just those that were classified as small airports in 1997.

ATC Reform

Shuster's Proposal: Shuster's bill would separate the Air Traffic Organization from the FAA and create an "independent, not-for-profit corporation to operate and modernize the ATC system." The Chairman has suggested that his plan would "save taxpayers billions of dollars annually, and prevents the waste of billions more on failed federal ATC modernization efforts."

Shuster's ambitious and controversial ATC reform proposal would replace most of the current aviation excise taxes with new user fees - a proposal that many in the general aviation community oppose. According to the Committee [summary](#) of the bill, the ATC reform proposal would establish a "stable, self-sustaining, cost-based user fee structure."

"The United States has led the world in aviation since pioneering this modern mode of transportation," Shuster said in a press release issued this morning. "We have the safest system in the world, and we will continue to do so under this bill. But our system is incredibly inefficient, and it will only get worse as passenger levels grow and as the FAA falls further behind in modernizing the system."

Board of Directors: Under Shuster's plan, a board representing "the aviation system's users and the public interest" would govern the corporation and set priorities. The board would be comprised of 11 members including the CEO and others representing the airlines, general aviation, and labor. But airports would not have a seat on the board unless possibly appointed by the Secretary of Transportation. The unbalanced makeup raises questions about whether airports would have much - if any - impact on a board dominated by the airlines.

DOT

- 2 members appointed by the DOT Secretary.

Airlines

- 4 members representing mainline carriers.

General Aviation

- 2 members representing "noncommercial owners and recreational operators of general aviation aircraft."

Labor

- 1 member "appointed by the principal organization engaged in collective bargaining on behalf of

air traffic controllers employed by the Corporation."

- 1 member "appointed by the principal organization representing the largest certified bargaining representative of airline pilots."

Advisory Board: Airports would have at least one seat on a proposed "advisory board." The House bill would create a 15-member advisory board that can "study, report, and make recommendations" to the Board of Directors that governs the new corporation. But it is unclear if this advisory panel would have any real sway with the actual board of directors. The proposed advisory panel would include representatives of the following:

Commercial service airports;

- Owners, operators, and users of general aviation aircraft;
- Aerospace manufacturers;
- Operators of Unmanned Aircraft Systems;
- Labor organizations;
- Department of Defense; and
- Small Communities.

AIP: Under current law, aviation users pay various excise taxes - including the 7.5 percent domestic ticket tax - that support the Airport and Airway Trust Fund. Revenue from the Trust Fund then pays for AIP, Facilities and Equipment, R,E,&D, and a portion of FAA Operations. (Some General Fund revenue also goes toward FAA Operations.)

Although Shuster's plan would replace most aviation excise taxes with the cost-based user fees, it would retain some aviation excise taxes to pay for airport infrastructure projects. According to Committee staff, his proposal would retain a revised segment fee and international arrival and departure tax to fund airport capital projects after the ATC functions transition to the private not-for-profit entity.

AAAE and ACI-NA recommended that any ATC reform proposal maintain a dedicated trust fund for airport infrastructure projects paid for by aviation users instead of asking airports to rely on unstable General Fund revenue. The leaders of the two associations sent a [letter](#) to Capitol Hill last year asking that any ATC reform package include the following:

- An airport trust fund dedicated exclusively to funding airport improvements;
- A system of aviation taxes and/or segment fees to support the trust fund;
- Enough trust fund revenue to support AIP funding at FY 2015 levels or higher; and
- Continued AIP eligibility for airports of all sizes.

It appears that Shuster's plan addresses those airport recommendations. However, the House Ways and Means Committee will have a say on the tax-related provisions in the final House bill.

Contract Towers: The House FAA bill includes some welcome provisions that would help protect the Contract Tower Program and prevent the proposed not-for-profit ATC corporation from unilaterally closing contract towers without conducting careful reviews and receiving input from airport operators and local communities.

If the new ATC corporation proposes to close a contract tower that results in an airspace change or reclassification, the bill would require the corporation to conduct: 1) a safety risk management assessment; 2) an assessment of the impact of the proposed closure on the operation of the national airspace system; and 3) an assessment of the impact of the proposed closure air service to local communities, and any other safety or operational information that the Secretary of Transportation determines to be necessary to understand the safety impact of the proposed closure.

The legislation would also require the corporation to develop a process to receive input from the "public, impacted air traffic services users, local communities, and the airport operator of the airport where the contract tower proposed to be closed is located." But the bill does not include an ironclad protection, which the Contract Tower Association was seeking, that would prevent the corporation from closing a contract tower unless an airport operator signs off on the move.

Passenger Facility Charges

PFC Cap: The House proposal rejects airport calls to raise the PFC cap from \$4.50 to \$8.50 and to index the cap for inflation. AAAE, ACI-NA, the U.S. Travel Association's Gateway Airports Council, Airport Consultants Council, a number of other PFC partners, and airports across the country have been pushing lawmakers to modernize the PFC cap. Unfortunately, the House bill ignores the chorus calling for more infrastructure investment and more self-help for airport operators.

Significant Contribution: Although the House bill would keep the outdated PFC cap intact, the plan includes some positive PFC provisions. For instance, the bill would eliminate the significant contribution test for large and medium hub airports - another priority for airports in the FAA bill. A number of large and medium hub airports have suggested that eliminating the significant contribution requirement would save them and the FAA a significant amount of time and money.

Under current law, large and medium hubs that impose a \$4 or \$4.50 PFC must demonstrate to the FAA that the project "will make a significant contribution to improving air safety and security, increasing competition among air carriers, reducing current or anticipated congestion, or reducing the impact of aviation noise on people living near the airport."

Large and medium hubs must also prove that "the project cannot be paid for from funds reasonably expected to be available" from AIP. The House bill would eliminate both cumbersome requirements as AAAE and ACI-NA recommended. If enacted into law, this change would represent a welcome change for large and medium hub airports.

PFC Streamlining: The House bill would also expand the streamlined PFC application and approval

process from nonhubs to small and medium hub airports. This expedited process could reduce the time it takes the FAA to conduct its review.

Under current law, nonhub airports are required to notify the FAA of their intent to impose a PFC. The FAA then has 30 days to acknowledge the notice of intent. If the agency does not object, the airport can begin imposing PFCs for the project. That accelerated timeline is quicker than the current PFC application and approval process for larger airports, which gives the agency up to 120 days to review PFC applications.

AAAE and ACI-NA urged Congress to streamline the PFC process for all hub sizes. We argued that reducing the time it takes airports to successfully navigate the lengthy PFC application and approval process could allow airports to cut costs and complete critical infrastructure projects more quickly.

Funding for FAA Programs

AIP: Shuster's proposal would slightly increase AIP funding from the \$3.35 billion in FY16 to more than \$3.8 billion by FY22. Specifically, the bill would authorize:

- \$3.350 billion in FY16
- \$3.424 billion in FY17
- \$3.499 billion in FY18
- \$3.576 billion in FY19
- \$3.655 billion in FY20
- \$3.735 billion in FY21
- \$3.817 billion in FY22

FAA Operations: The bill authorizes a total of \$9.91 billion for FAA Operations in FY16. The authorized level then increases slightly each year, starting at \$10.112 billion in FY17 and going to \$10.57 billion in FY19. Funding in those fiscal years would come from a combination of General Fund and Airport and Airway Trust Fund revenues.

FAA Facilities and Equipment: The House bill proposes \$2.855 billion for FAA Facilities and Equipment in FY16, the same amount that was appropriated in the current FAA funding bill for FY16. The House bill gradually increases the authorization for F&E to \$2.914 billion in FY17, \$2.981 billion in FY18 and \$3.048 billion in FY19.

Research and Development: The House bill does not include specific funding levels for FAA Research and Development. The House Science, Space, and Technology Committee has yet to consider its portion of the bill. The current FAA bill authorized \$168 million annually for R&D, and the current FAA funding bill appropriated \$166 million annually for R&D in FY16.

Airport Improvement Program Modifications

Federal Share

Federal Share for Small Airports: The House bill would keep the 95 percent federal share in place for multi-phase projects at small airports that were underway before Congress passed the last FAA bill in 2009.

Environmental

Recycling Plans: The previous FAA reauthorization bill -- H.R. 658 -- included a provision that requires airport master plans to address the feasibility of airport of solid waste recycling. The new house bill includes a technical correction to clarify that an airport preparing a master plan project must include a recycling plan in its master plan project.

Ground Support Vehicles: The House bill would repeal a pilot program for retrofitting airport ground support equipment.

Compatible Land Use Planning: Current law allows the FAA to provide grants to States and localities for land use planning near airports. According to the FAA, "6 communities near 3 airports have started compatible land use planning projects." The House bill would extend the program through October 1, 2022.

Formula Changes

State Block Grant: The bill includes a proposal that would double the number states that are allowed to participate in the State Block Grant program from 10 to 20.

Minimum Entitlement: The bill does not include a provision, proposed by Rep. Adrian Smith (R-NE) that would allow certain airports to continue to receive their minimum entitlement even if their passenger enplanements dip below the 10,000 threshold. The proposed exemption is aimed at helping airports that have lost service because of the pilot shortage.

Miscellaneous AIP

Lactation Stations: The bill also includes new grant assurances for commercial service and general aviation airports. The first is proposal from Rep. Tammy Duckworth (D-IL) that would require large and medium hub airports to install lactation stations in their terminals.

Recreational Aircraft: The bill also creates another new grant assurance regarding the construction of recreational aircraft. Specifically, the legislation states that the construction of aircraft used for recreational purposes at GA airports should be treated as an aeronautical activity.

Unclassified Airports: The legislation would allow unclassified airports to continue to receive AIP

entitlements through FY19 at their FY14 levels.

Competitive Access Reports: Vision 100 - a previous FAA reauthorization bill - included a provision that requires a large and medium hub airport to file semi-annual competition disclosure reports if that airport was unable to accommodate an airline's request for access to gates or other facilities. The new House bill would extend that grant assurance through October 1, 2022.

Property Conveyance Releases: H.R. 658 included a provision that allows airports to dispose of certain surplus property land with approval from DOT. The new House bill would expand the list to include "section 516" properties.

Disadvantaged Business Enterprise: The bill includes language that calls for the continuation of the airport disadvantaged business enterprise (DBE) program and the airport concessions DBE program "to address race and gender discrimination in airport-related business."

Incentive Payments: The House bill does not contain a AAAE/ACI-NA proposal that would allow airports to use AIP funds for early incentive payments in order to reduce the time it takes to complete critical infrastructure projects. The two associations argued that the proposal could be particularly helpful to airports in northern tier states with short construction cycles.

Small Community Issues

Pilot Shortage: The House bill fails to address the current pilot shortage - a top issue for airports that have experienced cuts in commercial air service because carriers say that there are not enough available pilots. For the past year and a half, AAAE and the Regional Airline Association (RAA) have been urging Congress to take steps to address the pilot shortage and to ensure that small- and medium-sized communities continue to have access to commercial air service.

Last December, nearly 100 other airport officials joined together and signed a AAAE-drafted [letter](#) that urges transportation committee leaders to address the current pilot shortage when they consider the upcoming FAA bill. A number of airports in recent weeks have also been weighing in with their own elected officials including those who serve on the House Transportation and Infrastructure and Senate Commerce Committees.

Despite the strong and sustained push from airports and regional airlines, the House bill does not include RAA's plan to create an alternative pathway for first officers to receive a restricted Airline Transport Pilot certificate. We will continue to urge lawmakers in both chambers to consider RAA's proposal and take other steps that help small- and medium-sized communities that are suffering from the pilot shortage as the FAA reauthorization bill moves forward.

Contract Tower Program: In addition to ATC protections described above, the House bill includes a handful of provisions designed to preserve a fair and balanced cost benefit analysis for airports that participate in the Contract Tower Program:

- Except for airports in the cost-share program, the FAA is prohibited from conducting benefit/cost (b/c) analyses on airports in the FAA Contract Tower Program unless air traffic activity at a contract tower airport drops by more than 25 percent in a single year or more than 60 percent over a three year period. Cost-share contract towers will have b/c's conducted annually.
- Ten percentage points are automatically added to all contract tower b/c's to capture the non-quantifiable benefits of operating towers. The current cap on cost share payments is 20 percent. As such, the most an airport would pay to participate in the contract tower cost-share program is ten percent.
- The FAA can only include the following costs of the FAA to calculate contract tower b/c's: 1) controller staffing costs; 2) FAA's telecommunication costs; 3) tower equipment paid for and installed by FAA; and 4) any travel costs for FAA personnel to maintain tower equipment owned by the FAA.
- If an airport is issued a new b/c that is below 1.0 and does not wish to appeal, the cost share payment for the airport goes into effect 12 months after receipt of the new b/c. If the airport decides to appeal the new b/c, there is a total of 19 months from the initial receipt of the new b/c for the appeal/review process to when the final b/c is issued and cost share payment becomes effective.

The legislation would eliminate the \$2 million cap on AIP entitlement and state apportionment funds that an airport can use to construct and/or equip a FAA contract tower. It would also allow airports to use AIP entitlement and state apportionment funds for remote towers.

Essential Air Service Program: AAAE and ACI-NA have been urging Congress to maintain or increase funding for the EAS program. The bill authorizes \$175 million in discretionary funds for the Essential Air Service Program for FY16, \$178 million in FY17, \$181 million in FY18, and \$185 million in FY19. Those funding levels do not include revenue generated from overflight fees.

But the bill proposes to eliminate overflight fees when the Air Traffic Organization is fully transitioned away from the FAA. The bill would then make up the difference with discretionary funding. It authorizes a total of \$300 million in FY20, \$308 million in FY21, and \$315 million in FY22.

By comparison, the Administration's Fiscal Year 2016 budget request included \$283.4 million for EAS - \$175 million in discretionary funding and another \$108.4 million from overflight fees. The omnibus funding bill that passed Congress in late 2015 includes a total of around \$283 million for the EAS program.

Small Community Air Service Development Program: The bill includes \$5 million annual for the Small Community Air Service Development Program - a \$1 million cut from the current authorization level. AAAE and ACI-NA have been urging Congress to maintain or increase funding for the program.

Small Community Fix: The House bill includes a AAAE and ACI-NA recommendation to allow current small hub and smaller airports to be eligible to participate in the Small Community Air Service

Development Program - not just those that were classified as small airports in 1997.

Small Community Change: The bill also requires DOT to give priority consideration to communities "where the assistance will be used to help restore scheduled passenger air service that has been terminated."

Remote Towers: The bill would require DOT to establish a pilot program for remote towers. The pilot program would be conducted at seven airports including 1 nonhub; 3 nonprimary airports without air traffic control towers; 2 Contract Tower airports, and 1 airport "selected at the discretion of the Secretary. Airports interested in participating in the pilot program would need to apply in order to be considered.

Regulatory Reform

Safety Management Systems: It doesn't appear that the bill would provide liability protection for persons implementing safety management systems as AAAE and ACI-NA recommended. The two airport associations pointed out that federal immunity "would go a long way towards resolving serious concerns about personal liability that could undermine the whole concept of self-reporting."

Rulemaking: The bill also does not include a AAAE/ACI-NA proposal that would require the FAA to use the rulemaking process when proposing new restrictions for airports. The two associations argued that "the federal government's regulatory reach over airports should be smaller, and the government should not impose additional regulatory burdens that are a drag on local, state, and regional economies."

Airspace Issues

UAS: AAAE and ACI-NA haven calling for the FAA to expedite the safe and efficient integration of Unmanned Aircraft Systems into the National Airspace System. The bill includes several provisions aimed at expediting USA deployment. For instance, the measure "promotes greater utilization of UAS test ranges" and establishes a "streamlined process for the FAA to permit the operation of small UAS for certain uses."

The bill also calls for a UAS Detection Systems Pilot Program. The program is designed to "evaluate the effectiveness of unmanned aircraft detection systems in maintaining the safety of air commerce and navigable airspace in light of aviation safety hazards posed by unauthorized operations of unmanned aircraft in proximity to airports." DOT would be required to select at least three airports to participate in the proposed pilot program."

NextGen/PBN Flight Paths: The bill includes language that would ensure that communities and airports have the opportunity to fully engage with the FAA before future flight path changes are made. For communities that have already been negatively impacted by recent (February 14, 2012 - September 30, 2014) flight path changes, the bill would create a process to review those changes and require the FAA to consult with airports to determine steps to mitigate the negative effects.

NextGen Projects Located in Metroplexes: The bill would require the FAA Administrator to complete a review of FAA's community involvement practices for NextGen projects located near metroplexes. The Administrator would also be required to submit a report to Congress explaining how it will improve community involvement and "engage airports and communities in performance based navigation proposals."

Research and Development

Airport Cooperative Research Program: AAAE and ACI-NA have been urging Congress to maintain or increase funding for the Airport Cooperative Research Program. The new FAA bill does not authorize funds for the Airport Cooperative Research Program. That matter will be considered by the House Science, Space, and Technology Committee.

Miscellaneous

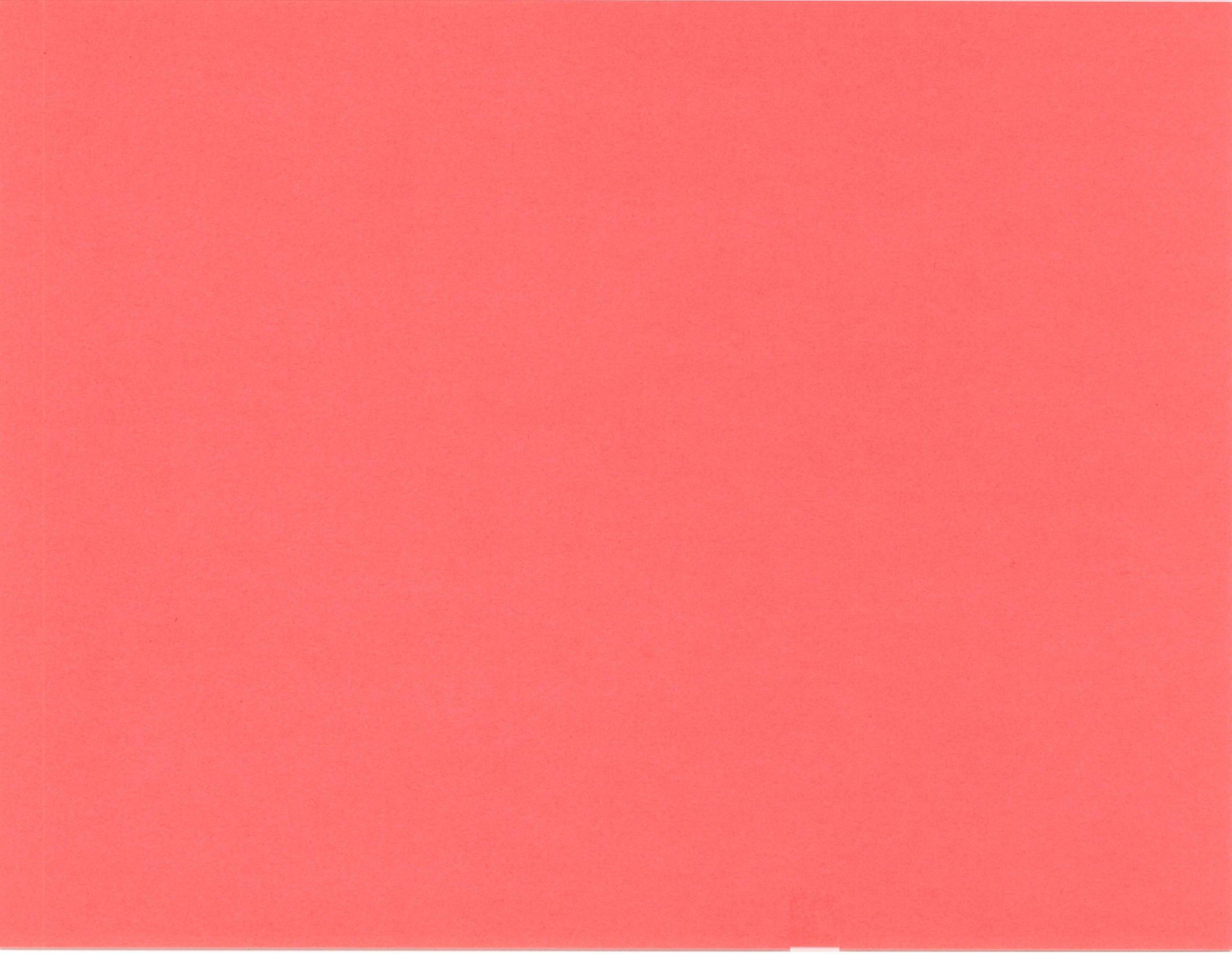
Cost Free Space: The bill includes a AAAE and ACI-NA recommendation that would require the FAA to pay for the space the agency uses at airports. Although airports have been successful in convincing Congress to include temporary provisions in the annual appropriations process, the two associations are pushing for a permanent fix in the next FAA bill.

Endangered Species: The bill includes an airport-backed proposal that would require DOT to work with other federal agencies (such as the US Fish and Wildlife Service) to ensure that future designations of critical habitat on or near airport property do not create conflicting statutory, regulatory, or federal grant assurance requirements for airports.

AMT Relief: AAAE and ACI-NA have been urging Congress to reduce airport financing costs by permanently excluding airport private activity bonds from the Alternative Minimum Tax. However, Shuster's reauthorization proposal does not address that matter since the House Ways and Means Committee has jurisdiction over tax-related issues.

Bag Fees: The House does not include another airport proposal to tax airline bag fees at the same 7.5 percent as base airline tickets. If enacted into law, the proposal would generate more than \$250 million per year for airport infrastructure projects and other FAA programs. The airlines have collected almost \$24 billion in baggage fees since 2008, and the airline bag fee tax loophole has cost the Airport and Airway Trust Fund approximately \$1.8 billion in foregone revenue.

Third Class Medical Reform: The bill includes a proposal from Rep. Sam Graves (R-MO) that would loosen medical certificate rules to allow private pilots to fly with a valid driver's license. It also includes language not in the original proposal that would require individuals to complete a "medical education course" in the two years before becoming a pilot. The so-called Pilot's Bill of Rights 2 is a top priority for AOPA.





Memo

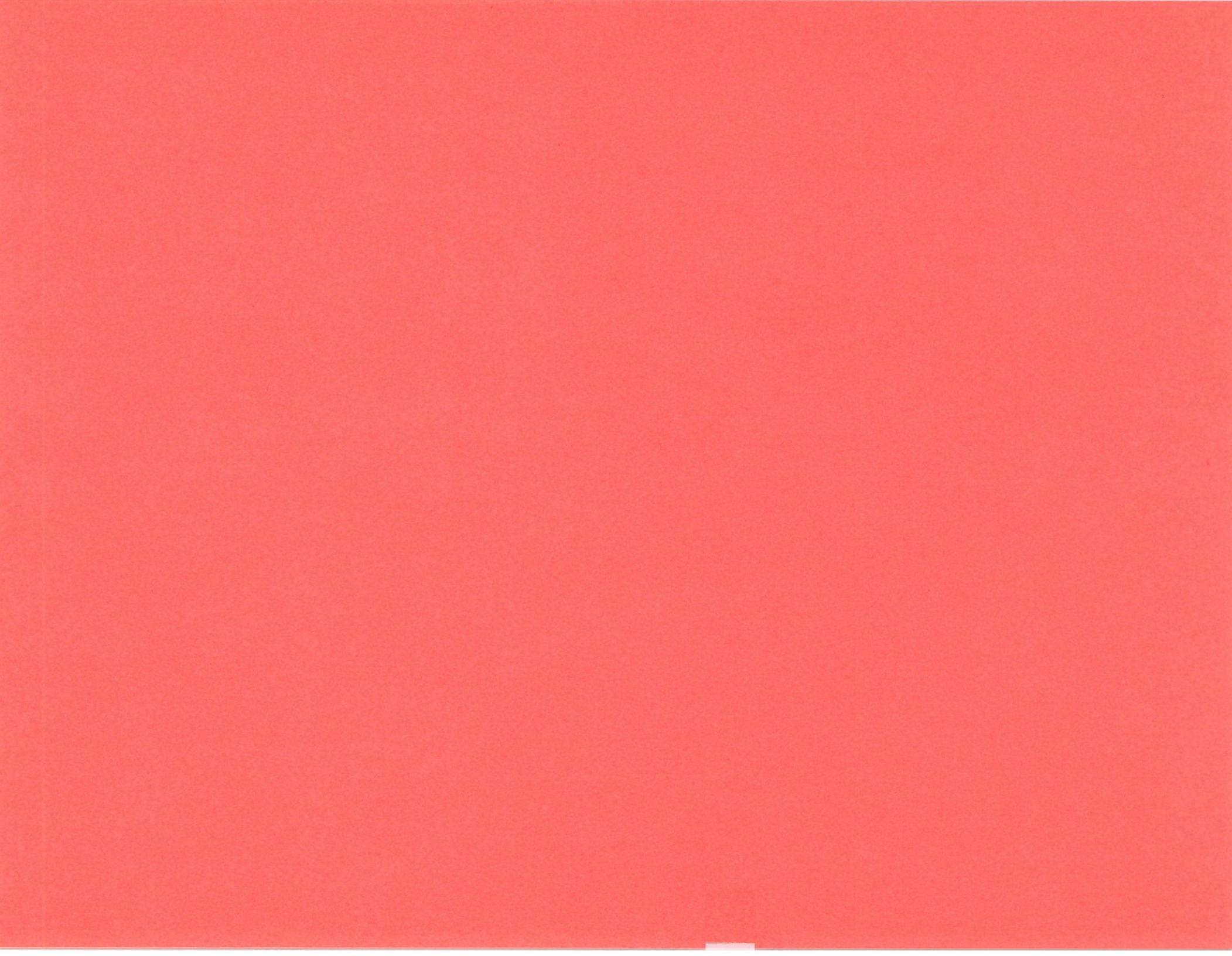
To: Gene Folden, Chair and Authority Members
From: Scott Kohut, Operations Manager
Date: February 12, 2016
RE: **Task 34 – Air Traffic Control Tower (ATCT) Repairs**

AGENDA ITEM – IX-B

The Air Traffic Control Tower Renovations Project was advertised for bids on November 2, 2015. A Pre-Bid Conference was held on November 12, 2015 and bids were due on December 9, 2015. The Airport Authority awarded the contract to ACA Contractors, Inc. at the December 16, 2015 Board Meeting. The project includes replacement of the roof, HVAC system, bathroom fixtures and floor, catwalk access hatches and doors, certain fire sprinkler valves, and painting.

The preconstruction meeting was held on January 26, 2016 and the Notice to Proceed was issued on February 4, 2016. To date, plumbing, electrical, fire sprinkler, and HVAC submittals have been reviewed and approved. The fire sprinkler valve has been replaced and installation of piping and conduits for the HVAC system will begin the week of February 14, 2016.

Substantial completion is scheduled for March 19, 2016 and final completion is scheduled for April 18, 2016.





Memo

To: Gene Folden, Chair and Authority Members
From: Clara Bennett, Executive Director
Date: February 17, 2016
RE: **Task 40 – Customs and Border Protection**

AGENDA ITEM – IX-C

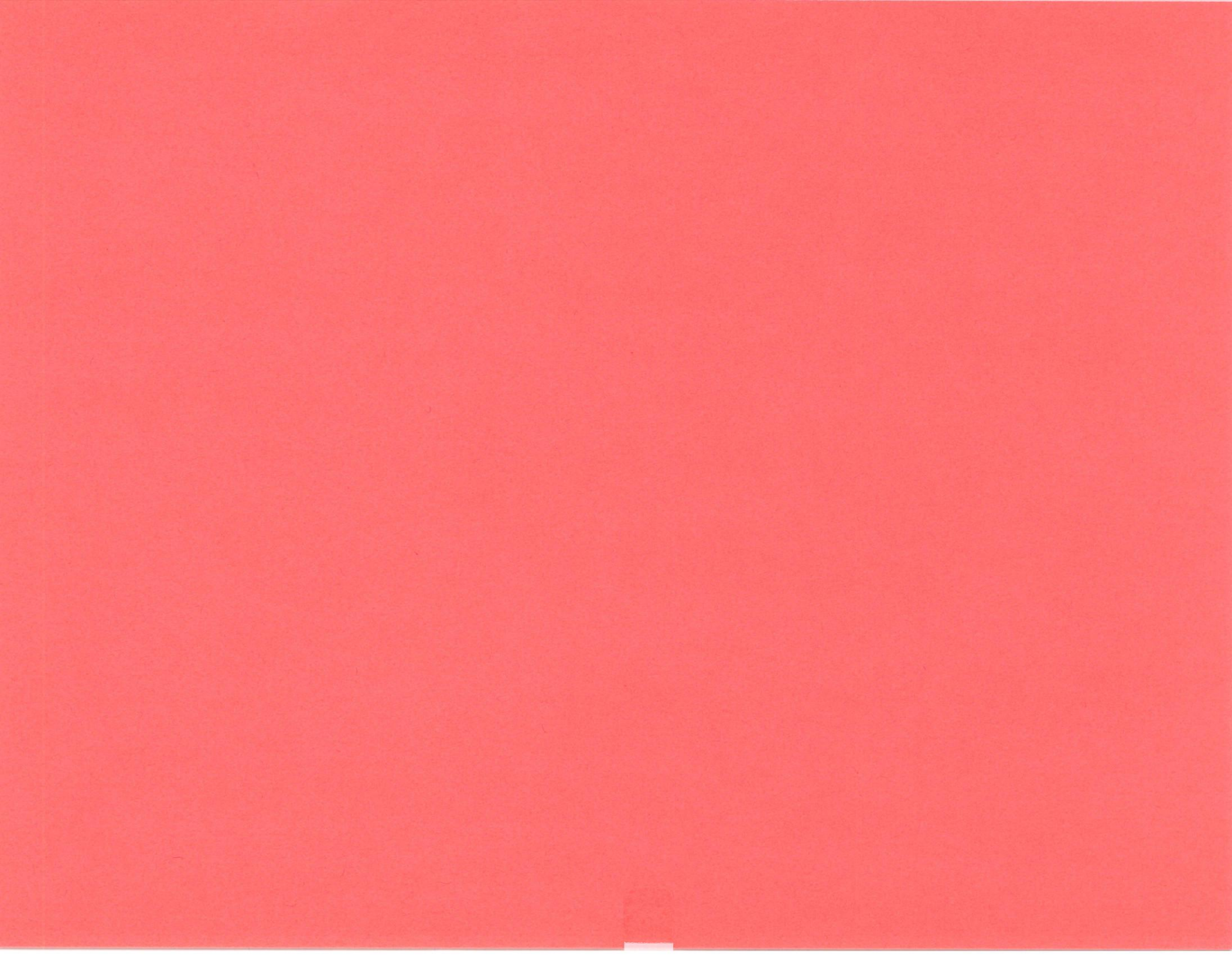
We have received the second round of comments from the City's Planning Advisory Review Board and are preparing responses. Comments are minor and relate to calculations of Floor Area Ratio and annotations to the plan sheets, as well as a comment from the Lake Worth Drainage District. We will be submitting the responses by the end of this week.

We also submitted an application for Public Works review, as required by the City process, and will meet with them to discuss their comments on February 19, 2016. This process should not impact the project schedule.

The design process is nearly complete. The design team has incorporated all changes and additions provided or requested from the 90% design review into the 100% design drawings and is identifying and developing all bid items, notes, and contract language specific to the project. Follow-up and coordination with Customs and Border Protection staff will be scheduled this week to address the status of the project and address any final comments.

We have also met with Atlantic Aviation to discuss a preliminary plan for preparing the site for construction, including removal of stockpiled fill, and initiated the process for owl mitigation required for the project.

The project is on track for release of an Invitation to Bid on March 6, 2016 with contract award to the low bidder at the May 18, 2016 BRAA meeting.





Memo

To: Gene Folden, Chair and Authority Members

From: Mark Cervasio, Operations Director

Date: February 11, 2016

RE: **Task 42 – Runway 5 Departure End Engineered Materials Arresting System (EMAS)**

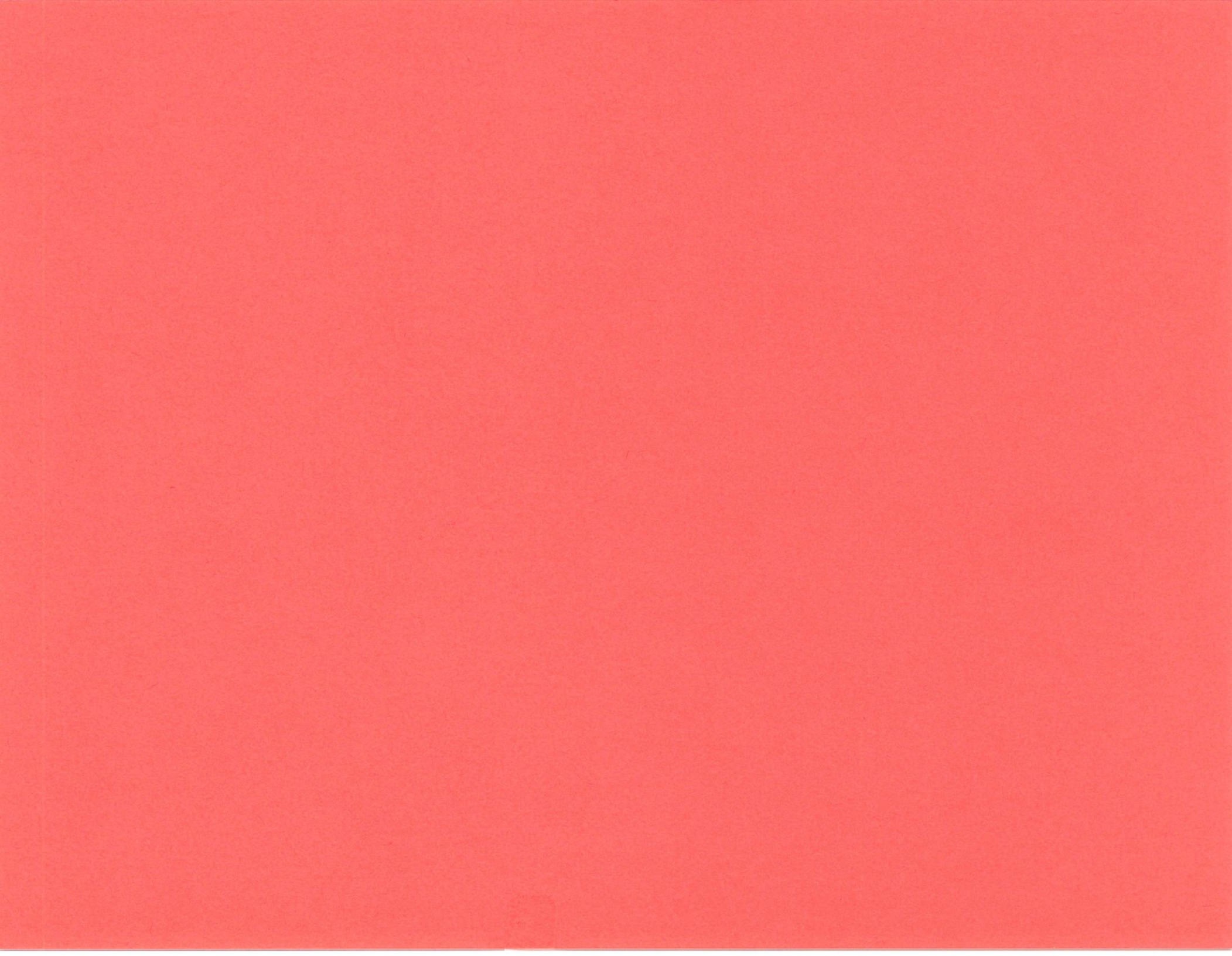
AGENDA ITEM – IX-D

The initial construction phase of the Runway 5 Departure End Engineered Materials Arresting System (EMAS) is nearing completion. Work accomplished to date includes:

- Installation of 600 feet of 30 inch drainage pipe
- Installation of six (6) drainage structures
- Placement and compaction of two lifts of lime rock
- Final elevations of rock staked/marked by surveyor
- Prime coat applied to lime rock in preparation for paving
- Swale and embankment grading work started
- Pre-paving meeting

The first lift of asphalt for the EMAS bed is scheduled to be paved Sunday night February 14, 2016. The remaining work schedule includes the construction of the anchor beam in the next two weeks, paving the final lift of asphalt the week after that and then final grading and sodding.

Manufacture of the EMAS blocks has started with delivery and installation scheduled to begin in June.





Memo

To: Gene Folden, Chair and Authority Members

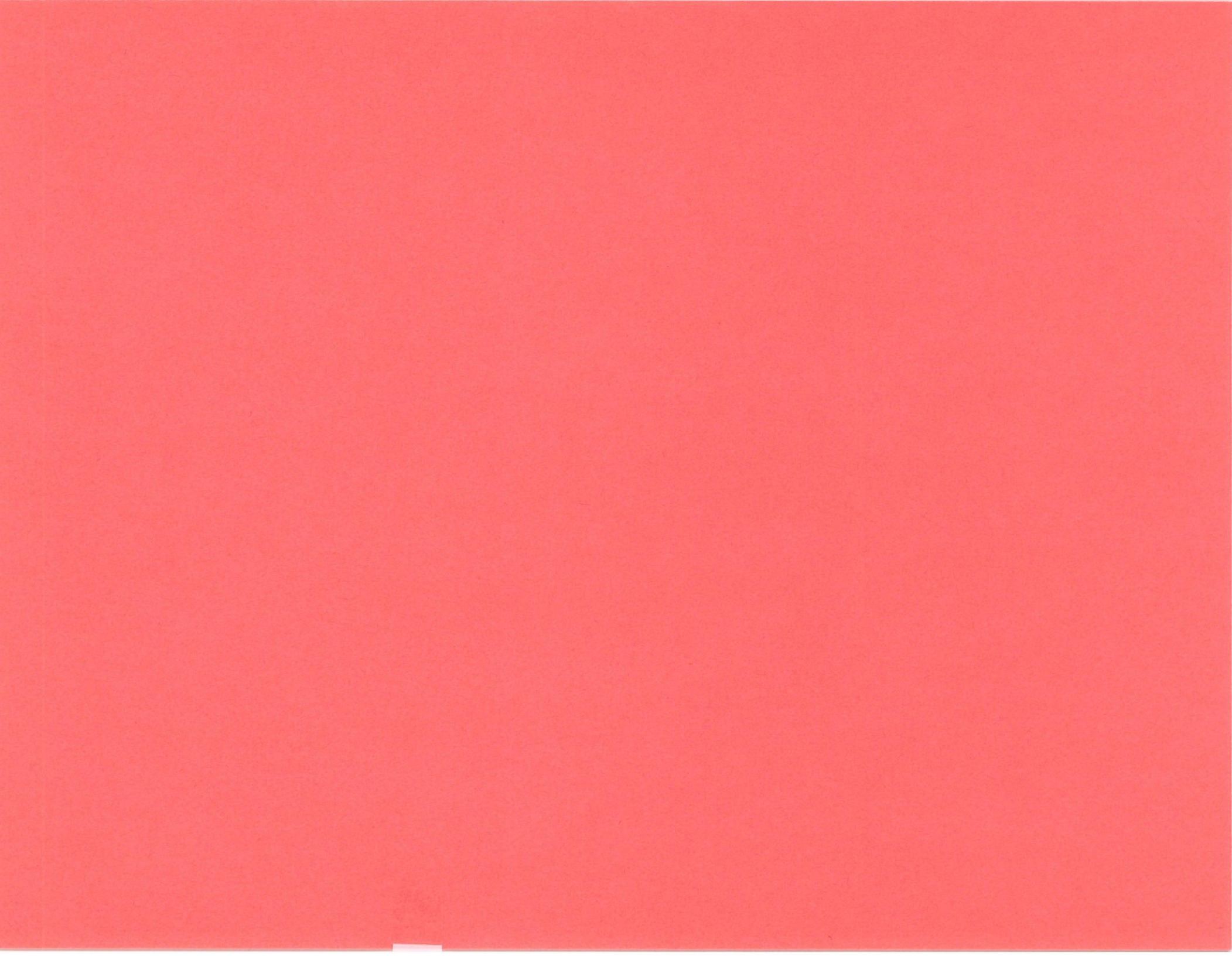
From: Mark Cervasio, Operations Director

Date: February 11, 2016

RE: **Status Report on Prior Conditional Approvals**

AGENDA ITEM – IX-E

Mr. Cervasio will provide an update on the conditional approval from the December 16, 2015 meeting for the 10th annual Concours d' Elegance/DuPont Registry event.





Memo

To: Gene Folden, Chair and Authority Members
From: Audra Vaz, Business and Public Affairs Manager
Date: February 8, 2016
RE: **Public Affairs Updates**

AGENDA ITEM – IX-F

Several community engagement activities occurred this past month:

On January 22, Operations Director Mark Cervasio presented to five freshman classes at Spanish River High School. The 150 students who participated learned about the history of the Airport and its place in our community. Additional topics covered included various jobs in aviation and airport management. Each student was given a goodie bag with BRAA materials.

On January 28, members of the Boca Raton Airport Authority Board and staff conducted a Visioning Workshop with Airport and community stakeholders. The Workshop was held at the Boca Raton Airport Authority's administration building and was open to the public. Michael Audino, an independent facilitator, led the group of 35 participants in discussions about the future of the Boca Raton Airport. As a result, three main goals were established:

- To explore land and air side facilities utilization and services opportunities;
- To strengthen communications between all stakeholders; and
- To seek economic growth opportunities.

The following day, January 29, the Collings Foundation's Wings of Freedom Tour arrived at the Airport. There were more than 350 students from Palm Beach and Broward public and private schools in attendance, as well as several World War II veterans. Boca Raton Deputy Mayor Robert Weinroth presented a proclamation on behalf of Mayor Haynie declaring it Wings of Freedom Day. Councilman Scott Singer also attended, as well as Authority Board members and veterans, Frank Feiler, Vice-Chair, and Bill Schwartz, who both addressed the crowd.

The BRAA was the Program Sponsor for the George Snow Scholarship Cowboy Caribbean Ball on January 30 at Red Reef Park in Boca Raton with two members of the BRAA staff representing the Authority, as well as the BRAA Board Chair and his wife.

As part of our continuing efforts to communicate with our many stakeholders, several Fact Sheets are being developed on a variety of projects occurring at the Airport, including: Customs, ATCT Renovations, Wildlife Assessment, EMAS and others. The info sheets will contain information about each project such as: timeline, scope of project, funding and other information. They will be readily available online as well as on hand with all employees, in the FBO's and with the tenants. They info sheets will be complete by the end of the month.



Spanish River High School

About the Airport

- Where is BCT located?
- What is the history of BCT?
- What kind of airport is BCT?
- What types of aircraft fly in and out of BCT?
- How does BCT impact our community?
- What kinds of jobs are there at BCT?



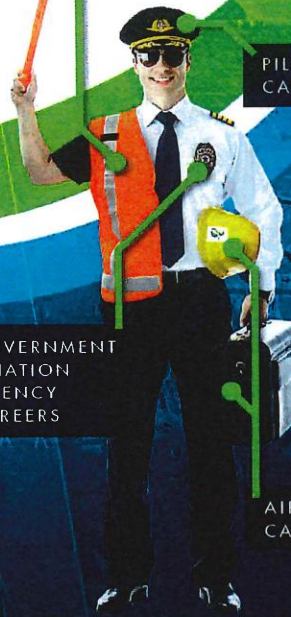
AIRPORT CAREERS

AIRLINE & AIRCRAFT
MANUFACTURING
CAREERS

PILOT
CAREERS

GOVERNMENT
AVIATION
AGENCY
CAREERS

AIRPORT
CAREERS



AIRPORT CAREERS

- Airport Manager/
Executive Director/CEO
- Aircraft Rescue
& Firefighting
- Fixed Base Operator
(FBO) Manager
- Marketing/
Public Relations
- Airport Operations
- Airport Maintenance
- Airport Information
Technology
- Airport Finance
Administration
- Airport Security
- Airport Planning
- Airport Law Enforcement
- Air Traffic Controller

PILOT CAREERS

- Commercial Airline Pilot
- Regional Airline Pilot
- Air Cargo Pilot
- Corporate Pilot
- Flight Instructor
- Helicopter Pilot
- Military Pilot

GOVERNMENT AVIATION AGENCY CAREERS

- Transportation Security
Administration (TSA)
Screening/Federal
Security Directors
- U.S. Marshal/
Federal Air Marshal
- Federal Aviation
Administration (FAA) -
Air Traffic Control
- Immigration and
Customs Enforcement
- National Transportation
Safety Board (NTSB)
- Investigation of
Aircraft/Transportation
Accidents

AIRLINE/AIRCRAFT MANUFACTURING CAREERS

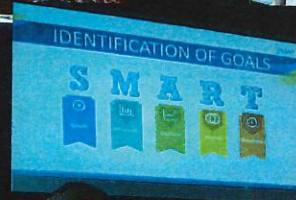
- Air Frame or Power
Plant Mechanic
- Aviation Attorney
- Aviation Medical
Examiner
- Flight Physician
- Flight Attendant
- Flight Dispatcher
- Scheduling Coordinator
- Station Manager
- Aircraft Assembly

BOCAAIRPORT.COM



An aerial photograph of an airport terminal and tarmac, overlaid with a green-to-blue gradient. The terminal building is visible on the right, and several aircraft are parked at gates on the left. The image is partially obscured by a dark blue horizontal bar.

Visioning Workshop



GOALS ESTABLISHED

- To explore land and air side facilities utilization and services opportunities;
- To strengthen communications between all stakeholders; and
- To seek economic growth opportunities.

On January 28, 2016 members of the Boca Raton Airport Authority Board and staff conducted a Visioning Workshop with Airport and community stakeholders. The Workshop was held at the Boca Raton Airport Authority's administration building and was open to the public. Michael Audino, an independent facilitator, led the group of 35 participants in discussions about the future of the Boca Raton Airport. As a result, three main goals were established:

- To explore land and air side facilities utilization and services opportunities;
- To strengthen communications between all stakeholders; and
- To seek economic growth opportunities.

In attendance were:

Clara Bennett, BRAA staff
Jose Blanco, BRAA staff
George Brown, BRAA Board Member/City of Boca Raton
Cheryl Budd, BRAA Board Member
Ariadna Camilo, BRAA staff
Mark Cervasio, BRAA staff
Jim Costa, Boca Pilots Association
Kipp Cyr, Atlantic Aviation
Jessica Delvecchio, City of Boca Raton
Andrew Duffell, Research Park at Florida Atlantic University
Bill Fairman, Fairman and Associates
Frank Feiler, BRAA Board Member
Gene Folden, BRAA Board Member
Jack Fox, BRAA Board Member
Neil Haynie, Runway 5-23 Condo Owners
Martin Heise, Runway 5-23 Condo Owners
William Helwig, Boca Pilots Association
Jeff Johnson, Lynn University
Scott Kohut, BRAA staff
Garry Madolid, Signature Flight Support
Troy McLellan, Boca Chamber of Commerce
Dawn Meyers, Berger Singerman
Bill Murphy, Resident
Pete Ricondo, Ricondo and Associates
Tony Saavedra, RVA Inc.
Michael Schneider, Green Advertising
Bill Schwartz, BRAA Board Member
Constance Scott, Florida Atlantic Aviation
Kate Scott, Commissioner Steve Abrams Office
Janet Sherr, BRAA staff
Scott Singer, City of Boca Raton Councilman
Tom Thayer, Resident
Audra Vaz, BRAA staff
Steve Walsh, Aircraft owner
Harry Whittle, Boca Aircraft Owners



Wings of Freedom Tour



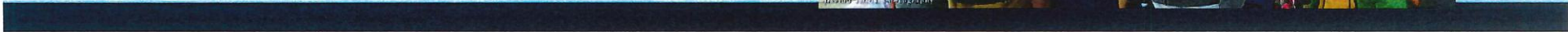
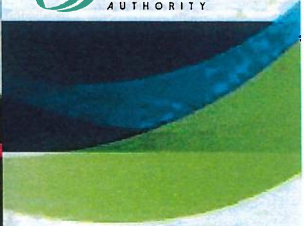


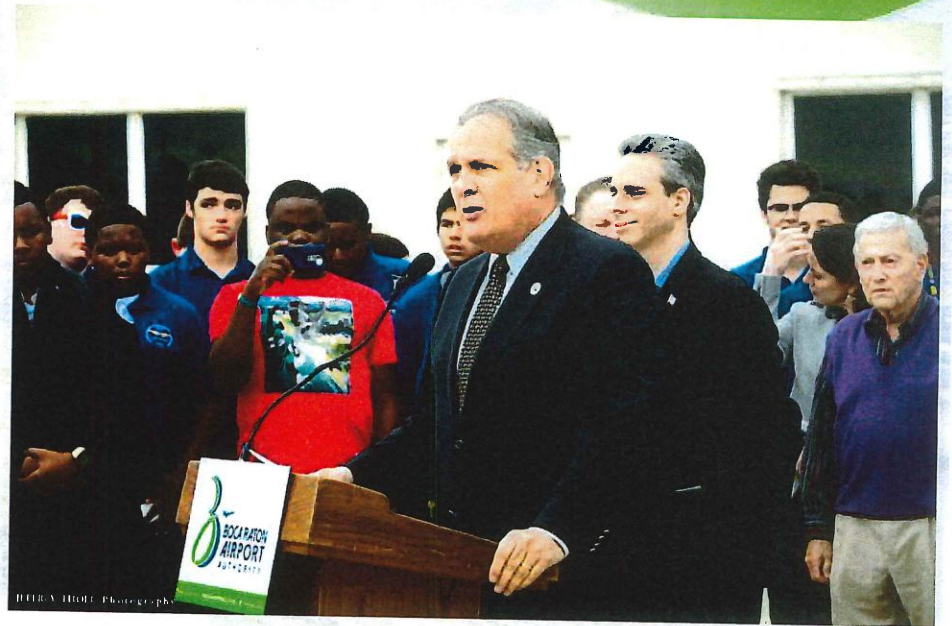
BOCA RATON
AIRPORT
AUTHORITY

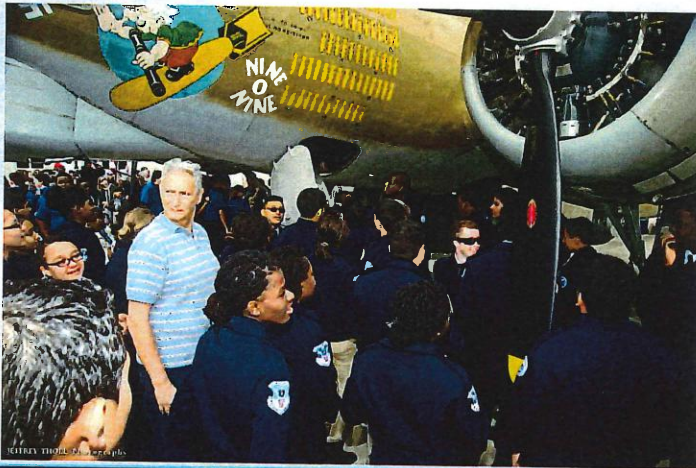




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JEFFREY STANZ, Photographer

City of Boca Raton



Incorporated 1925



PROCLAMATION

WHEREAS, 2016 marks the 71st Anniversary of the end of World War II, during which an estimated 55 million people of all nationalities perished; and

WHEREAS, hundreds of thousands of Allied servicemen and women were instrumental to the war effort resulting in victory over Germany and Japan, and in the process, in just the American Army Air Corps alone, over 120,000 airmen were either lost or wounded in combat in the Pacific and Europe; and

WHEREAS, it is vitally important that we commemorate and honor the sacrifices made by the veterans of World War II so that their valiant efforts to keep America free will never be forgotten; and

WHEREAS, American military aviation, exemplified by the B-24 Liberator, the B-17 Flying Fortress and the P-51 Mustang fighter plane on exhibit at Signature Flight Support at the Boca Raton Airport from January 28, 2016 to January 31, 2016, played a decisive role in achieving victory for the Allies;

NOW, THEREFORE, I, Susan Haynie, Mayor of the City of Boca Raton, Florida do hereby recognize January 29, 2016 as

WINGS OF FREEDOM DAY

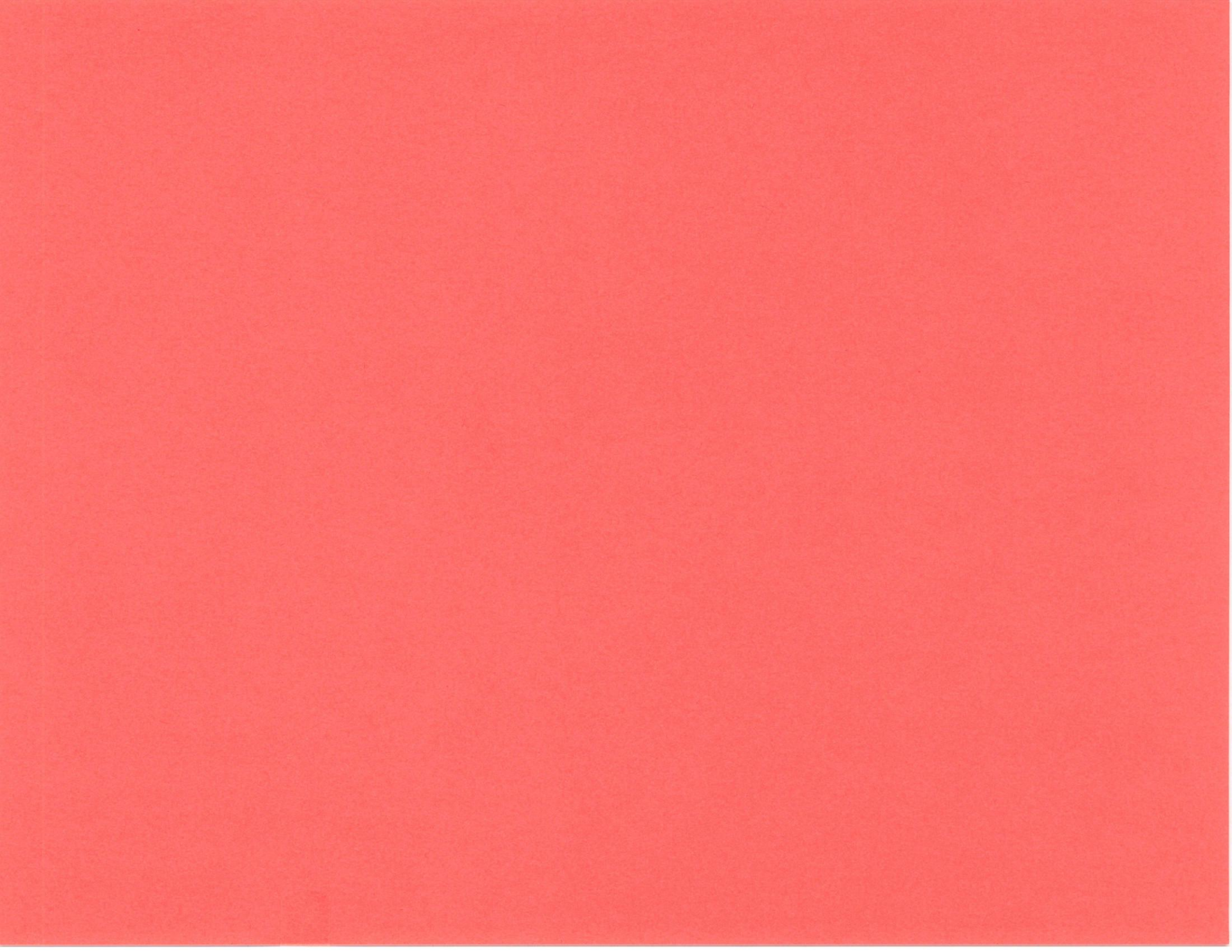
in Boca Raton, honoring the aircrews of the United States Armed Forces and the thousands of people who built, ferried, and maintained the aircraft that helped end World War II, and urge all citizens to join observing and commemorating the 71st Anniversary of the end of the Second World War.



A handwritten signature in blue ink, appearing to read 'Susan Haynie', is written over a horizontal line.

Susan Haynie
Mayor

January 29, 2016





Memo

To: Gene Folden, Chair and Authority Members
From: Clara Bennett, Executive Director
Date: February 17, 2016
RE: **Member Request – Discussion on Medical Marijuana**

AGENDA ITEM – X-A

Mr. Gene Folden, Chair has requested that an item be placed on the agenda to direct Legal Counsel to conduct research and draft an amendment to the Drug and Alcohol-Free Workplace policy in the Airport's Employee Handbook to prohibit the use by employees of medical marijuana.

From: Dawn M. Meyers [mailto:DMeyers@bergersingerman.com]
Sent: Monday, February 1, 2016 2:00 PM
To: G Folden <gfolden@bocairport.com>
Cc: Clara Bennett <Clara@bocairport.com>
Subject: BRAA - Proposed February Agenda Item

Good afternoon, Gene:

As we discussed this morning, here is the applicable excerpt from the current Employee Handbook:

Drug and Alcohol-Free Workplace

The Airport Authority prohibits the manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Airport Authority premises. These activities constitute serious violations of Airport Authority rules, jeopardize the Airport Authority and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal.

Additionally, the Executive Director reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances. Any employee who is tested upon suspicion that he/she is under the influence of alcohol or drugs at work will not be allowed to return to work until the results are obtained. During this period, the employee may use leave time for which he/she is eligible. If the results are negative, the eligible leave time will be converted to regular pay. If the results are positive, the employee will be subject to disciplinary action, up to and including immediate termination.

You are proposing an agenda item for the Board's consideration that would amend the above provision to prohibit the use of medical marijuana, should Amendment 2 pass in the Fall. The following is a preliminary list of issues/questions that the Board may wish for me to research:

1. Would the prohibition against "illegal drugs" in the existing provision encompass medical marijuana?
2. Does the reference to "controlled substances" in the existing provision mean only illegal controlled substances or all controlled substances?
3. Does the prohibition against "controlled substances" in the existing provision encompass medical marijuana?
4. Is medical marijuana considered an illegal drug under state or federal law?
5. Does current law place any limitations on an employer's right to require its employee to take a drug test (i) as a condition of employment, (ii) randomly; or (iii) upon suspicion of impairment?
6. Does the law differentiate between employees in sensitive positions and, if so, what is defined as a sensitive position?

7. Do privacy laws (HIPPA, for example) limit an employer's right to inquire of its employees regarding (i) medications being taken, (ii) conditions requiring such medications, or (iii) identification of medical professionals prescribing such medications?
8. Does the BRAA have the authority/jurisdiction to apply its "Drug and Alcohol-Free Workplace" policy to BRAA Members, contractors and/or users of the Airport?

I will continue to give thought to this issue and will let you know if I come up with any additional areas of inquiry/research that may be advisable should the Board wish to pursue this matter, and I look forward to your additional thoughts on the matter.

Thank you. d



Dawn M. Meyers

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