



# **AIRPORT HURRICANE PREPAREDNESS MANUAL**

BOCA RATON  
AIRPORT AUTHORITY

October 20, 2010

## **REVISIONS**

**Revised June 1, 2017**

Revised April 30, 2016

Revised August 27, 2015

Revised September 30, 2013

Revised June 27, 2013

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# **BOCA RATON AIRPORT (BCT) HURRICANE PREPAREDNESS MANUAL**

The Hurricane Preparedness Plan is established to serve as a guide and instruction for BCT in the event of a hurricane. The procedures outlined herein are to help ensure adequate protection of BCT facilities, personnel and property as well as to mitigate losses and facilitate a speedy recovery.

## **Definitions**

### **1 Knot**

1 nautical mile per hour or 1.15 statute miles per hour.

### **Hurricane**

A hurricane is a type of tropical cyclone, which is a generic term for a low pressure system that generally forms in the tropics. The cyclone is accompanied by thunderstorms and maximum sustained winds of 74 mph (64 knots) or higher, in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.

Hurricanes are categorized according to the strength of their winds using the Saffir-Simpson Hurricane Scale. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest.

### **Hurricane Watch**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

### **Hurricane Warning**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Hurricane warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

### **Sustained Winds**

A 1-minute average wind measured at 33 ft (10 meters) above the surface

### **Tropical Depression**

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33 knots) or less.

### **Tropical Storm**

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 knots).

### **Tropical Storm Warning**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

### **Tropical Storm Watch**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

## **Pre-Hurricane Season (May)**

### **Airport Administrative Staff**

Update and continuously check the emergency contact information.

### **Airport Operations Staff**

Update the hurricane supply inventory. All items needed (with the exception of gas and other perishables) must be purchased by May 31<sup>st</sup>.

Send the hurricane preparedness plan to all required parties and post to the website.

Distribute a written notice to tenants reminding them of the necessity of cleaning up their leaseholds and securing their property on their leaseholds. Any trees that the Airport Authority designates as a possible hazard should be trimmed.

Check Generator fuel levels and top off if necessary.

Noise monitoring equipment will be secured and inspected

Conduct inspections of the administrative building, tower, vault, and Customs to check for needs that should be repaired prior to the start of hurricane season. All repairs should be completed by May 31<sup>st</sup>.

### **Tenant Responsibilities**

All tenants are responsible for protecting and securing of property on their leaseholds. Airport Operations will make periodic inspections of leaseholds to ensure compliance with the hurricane procedures.

## **Threat of Hurricane**

### **Airport Administrative Staff**

Update the BRAA board members as the system continues to move in our direction. Updates should become more frequent as the storm gets closer.

### **Airport Operations Staff**

Distribute an airport notification about the hurricane threat to all tenants, encouraging them to begin making preparations.

Recheck all "Pre-Hurricane Season" items to ensure that there have been no changes in their status (hurricane supplies checked, emergency contact information checked, generator fuel level checked, and buildings inspected).

## **Hurricane Watch**

### **Airport Administrative Staff**

Contact the BRAA board members contacted by email as soon as possible by to inform them of the hurricane watch and the steps being taken to secure the airport.

Contact the FBOs to check on fuel levels.

Send updates on the airport's status and fuel levels as required.

Purchase food and other required items.

Notify the public via social media that a hurricane watch is in effect.

### **Airport Operations Staff**

Send out an airport notice to all tenants alerting them of a hurricane watch. This notification should advise them to make preparations for a possible storm strike.

Contact all airport construction contractors by phone or email to insure that all supplies and debris are cleaned up and secured.

Check fuel levels in all vehicles and gas cans and purchase fuel as needed.

Post a hurricane watch status update on the website.

Prepare sandbags as needed.

Make sure all staff completes their "hurricane watch checklists" to ensure that all buildings are secured and all other required duties have been completed.

### **Tenant Responsibilities**

Tenants shall survey their leasehold and ensure that all areas are clean and free of debris, lightweight movable equipment is secured, and permanent appurtenances are secured. Each tenant shall notify owners of aircraft located on their leasehold that the owner should be prepared to relocate their aircraft to other geographical areas.

## **Hurricane Warning**

### **Airport Administrative Staff**

Notify the BRAA board members that a hurricane warning has been issued. This notification should include the current and expected status of preparations and if/when the airport is expected to close.

Notify the public via social media that a hurricane warning is in effect.

Continue sending updates on the airport's status and fuel levels as required.

Hand out emergency P-cards.

Change the outgoing phone message.

### **Airport Operations Staff**

Send out an airport notice to all tenants will alerting them of a hurricane warning. This notification will go over last minute preparations and suggest that all flyable aircraft be relocated if possible. All other aircraft should be hangered, or as a last resort, securely tied down.

Post a hurricane warning status update to the website indicating possible airport closure.

Back up all servers and computers.

Charge all handheld radios.

Alert the Air Traffic Control Tower by phone or email. This update will include expected closure time of the airport/ATCT.

Secure all noise monitors.

Contact airport security to decide on finalized staffing for the hurricane.

Completely secure the administrative building.

Conduct final inspections of tenant areas to ensure that they are properly prepared.

Make sure all staff will complete their "hurricane warning checklists" to ensure that all buildings and airport property are completely secured, and all other duties have been completed.

Remove all windsocks and issue a NOTAM.

All non-essential staff will be sent home.

### **Tenant Responsibilities**

Tenants shall secure working equipment not already cared for, flyable aircraft should be relocated to other geographical areas, windows and breakables should be protected and doors including hangar doors secured.

## **During the Hurricane/Airport Closure**

### **Airport Administrative Staff**

Notify the public via social media that the airport is closed due to the hurricane.

Notify the BRAA board members on the airports open/closed status.

### **Airport Operations Staff**

When wind reaches 35 MPH sustained winds, or persistent gusts, depending on forecast conditions, close the airport and issue a NOTAM, and update FDOT.

Put down the shutters in the tower and make sure it is secured.

Post a hurricane status update to the website, indicating that the airport is closed.

All essential staff will ride out the hurricane in the administrative building. Non-essential staff will ride out the storm at home, and will report to work at a predetermined time after the storm passes, or they are contacted by a supervisor to come into work.

## **Post-Hurricane**

### **Airport Administrative Staff**

Update the BRAA board members on damage received by the airport and its facilities.

Update tenants on the airport's status, and an estimated time in which the airport will open.

Contact the FBOs to receive a preliminary status update on damage they have received and expected opening of their facilities by administrative staff.

Notify the BRAA board of the airport's opening.

Notify the public via social media that the airport is back open.

### **Airport Operations Staff**

Conduct inspections of the airport in order to assess the damage and begin prioritizing the cleanup.

Contact the Air Traffic Control Tower to inform them of an estimated time in which the tower will open. Give them an exact time once it is known.

Re-hang Windsocks and cancel the NOTAM.

Once the airport can be reopened, cancel all NOTAMs. If the ATCT is not yet open a NOTAM will be issued for ATCT closure until the tower is reopened. Once the tower is opened the NOTAM will be canceled.

Notify all tenants that the airport is open.

Update FDOT with airport status as well as FBO fuel availability and operational status.

Post an update to the website that the airport is open.

Make sure all staff will complete their "post hurricane checklist" to ensure that all buildings and other airport property are back up and operational.

# Distribution of Boca Raton Airport Hurricane Preparedness Manual

The following personnel will be issued a copy of the Boca Raton Airport Hurricane Preparedness Manual, April 30, 2017.

**Boca Raton Airport Authority:**

Clara Bennett, Executive Director

**Airport Control Tower:**

David Bezanis, Tower Manager

**Platinum Group Security:**

Jonathan Moffett, Operations Manager

**Boca Aircraft Owners:**

Bill Fairman, Manager

**Atlantic Aviation:**

Devin Lawrence, General Manager

**Signature Flight Support:**

Garry Madolid, Station Manager

**Boomers:**

Marc Pollack, General Manager

**Cinemark:**

Edward Taylor, General Manager

**City Furniture:**

Rick Hasslinger, Vice President Real Estate

**Boca Raton Fire-Rescue Services Department:**

Thomas R. Wood, Chief

**Boca Raton Police Services Department:**

Daniel C. Alexander, Chief

**Florida Atlantic University Police Department:**

Sean Brammer, Interim Chief

**Palm Beach County Sheriff's Office:**

Captain David Moss, District 7 Commander



## Supply List

Item	Quantity Needed
Large rolls of plastic sheeting	3
Tarps	3
Hack saw	1
Battery powered drill and extra battery	2
Self-tapping screws	5 pounds
Gas powered generator and sufficient fuel	1
Extension cords of various lengths	5
"D-cell" flashlights and sufficient batteries	3
Rechargeable flashlight	2
First - aid kits	3
Chainsaw	1
Chain, come alongs	100 feet
Crow bar	1
Sledge hammer	1
Clean-up tools: mops, brooms, pails, shovels, garbage cans, bleach, sponges, etc.	
Portable radios	4
Step ladders	2
Heavy duty nylon rope	100 feet
Wet/dry vacuum	1
Propane	2
Cooking utensils: pots, pans, plates, cups, etc.	
Eating utensils: plastic knives, forks, spoons	
Manual can opener, manual bottle opener	
5-gallon gasoline containers (filled)	3
2-Stroke Mix	1 case
Cots/mats for sleeping overnight and blankets	3
Food/Water	
Rain Gear and Boots, (various sizes)	3 sets

## Telephone Numbers of Agencies and Personnel

Airport Administration	Office	561-391-2202
Executive Director	Clara Bennett	561-325-5199
Deputy Director	Scott Kohut	561-239-3078
Operations Manager	Travis Bryan	561-901-0880
Finance & Administration Manager	Ariadna Camilo	561-891-0466
Business Manager	Christine Landers	561-400-7902
Operations Coordinator	Jose Blanco	561-430-0451
Operations Coordinator	Robert Abbott	561-239-3080
Control Tower	Office	561-392-2452
	Nights and Weekends	561-392-8610
	Manager David Bezanis	954-806-9254
Platinum Group Security	Main	954-571-9080
	Road Patrol Supervisor	954-601-7501
	Operations/Account Manager, Jonathan Moffett	561-530-9127 561-436-7014 (C)
Boca Raton Police	Emergency	911
Boca Raton Police	Non-Emergency number	561-368-6201
Boca Raton Fire-Rescue	Emergency	911
Boca Raton Fire-Rescue	Non-Emergency number	561-368-6201
FAU Police	Non-Emergency number	561-297-3500
Palm Beach County Sheriff's Office	Non-Emergency number	561-688-3000
Federal Aviation Admin, FAA	West Palm Control Tower	561-683-1867x122
	Nights and Weekends	561-684-9047
Federal Aviation Admin, FAA	Ft. Lauderdale FSDO	954-641-6000
	Nights and Weekends	954-641-6000
Federal Aviation Admin, FAA	NOTAM Desk (Miami AFSS)	877-487-6867
NTSB	Miami	305-597-4610
Trans Security Admin, TSA	West Palm Beach Office	561-227-1432
FL Dept of Law Enforcement FDLE	West Palm Beach Office	561-740-7010
U. S. Customs & Border Patrol	West Palm Beach Office	561-687-5940
Boca Aircraft Owners	Management Office	561-362-7224
	Property Manager, Bill Fairman	561-866-7399
Atlantic Aviation (FBO)	Customer Service Desk	561-368-1110
	General Manager, Devin Lawrence	561-427-8838
	Operations Manager, Dan Bayard	561-237-1301 561-253-4645 (C)
Signature Flight Support (FBO)	Customer Service Desk	561-955-9556
	Station Manager, Garry Madolid	973-216-4056
	Ops Supervisor, Robert Denis	561-900-8445

	Ops Supervisor, Paul Kennett	561-569-1896
Boca Raton Regional Hospital		561-395-7100
West Boca Medical Center		561-488-8000
Delray Medical Center		561-498-4440
Emerald Towing	Office	561-395-9595
	Nights and Weekends	800-239-0604

# BCT

## Exhibit B-2 – Locator Map



  
AERIAL AIRPORT LAYOUT W/ GATE NUMBERS  
Boca Raton Airport Authority  
903 NW 35<sup>th</sup> St.  
Boca Raton, FL 33431  
(561) 391-2202

Explanation	
	Taxiways
	Parking Entrances
	Airport Gate
	BRRD Response Gate
	Fences

Drawing Date: November 28, 2016  
Scale: Not to Specific Scale

Photo Date: February 2, 2016  
Drawn By: Robert Abbott

SENSITIVE INFORMATION - "DO NOT DISTRIBUTE"

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FAU

FAU Football

BRAA Admin. Bldg

Lynn University

Boca Aircraft Owners

Spanish River Blvd



Terminal Bldg

Atlantic Aviation

Fairfield Inn

City Furniture

Terminal Bldg

Cinemark-Palace 20 Theaters

APEX Parks

1-95

3100

3200

3300

3350

3400

3700

3950

3980

G-1

G-2

G-3

G-4

G-5

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