

# BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Friday, December 7, 2018  
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 Friday, December 7, 2018 at 2 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 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](http://www.bocaairport.com) and may also be heard on the radio on 1650 AM.

## **I. ROLL CALL**

MITCHELL FOGEL	CHAIR
MELVIN POLLACK	VICE-CHAIR
RANDY NOBLES	SECRETARY/TREASURER
CHERYL BUDD	BOARD MEMBER
GENE FOLDEN	BOARD MEMBER
JAMES R. NAU	BOARD MEMBER
BOB TUCKER	BOARD MEMBER

## **II. APPROVAL OF MINUTES**

Consider approval of Minutes for the Regular Meeting of November 16, 2018.

## **III. AGENDA CHANGES**

## **IV. PUBLIC REQUESTS**

If any member of the public wishes to provide comment on any item, the time to do so is now. Please complete a public comment card identifying the item upon

which you wish to be heard and provide it to Ms. Landers. The public comment cards are located in the lobby. Each member of the public wishing to comment will be provided with 5 minutes to do so. The Chair reserves the right to move the public comment opportunity on a specific agenda item to the point in the agenda when that item is to be considered and /or to extend the allotted time per speaker.

**V. CONSENT AGENDA**

**VI. FEDERAL, STATE AND MUNICIPAL INPUT**

**VII. FINANCIAL REPORT**

A. Presentation of the November Financial Report.

Consider a Motion for approval of the Financial Report for November 2018.

**VIII. TENANT REPORTS AND REQUESTS**

A. Request from Atlantic Aviation for conditional approval to host a special event.

Consider a Motion to approve Resolution No. 12-31-18 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for the Concours d'Elegance/DuPont Registry, scheduled for February 22, 2019.

B. Request from Atlantic Aviation for conditional approval to host a special event.

Consider a Motion to approve Resolution No. 12-32-18 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira to be held on February 16, 2019.

C. Request from Signature Flight Support for conditional approval to host a special event.

Consider a Motion to approve Resolution No. 12-33-18 of the Boca Raton Airport Authority conditionally approving Signature Flight Support's request to host the Collings Foundation's "Wings of Freedom" tour special event on January 21-25 2019.

**IX. EXECUTIVE DIRECTOR AND STAFF REPORTS**

A. Noise Abatement/Operations Summary for the month of September 2018.

X. **AUTHORITY BOARD MEMBER REQUESTS AND REPORTS**

XI. **PUBLIC COMMENT**

XII. **OTHER BUSINESS**

XIII. **MISCELLANEOUS**

The next meeting is scheduled for January 16, 2019 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

XIV. **ADJOURNMENT**

Respectfully Submitted,  
Clara Bennett  
Executive Director

**Boca Raton Airport Authority  
Meeting Minutes  
November 16, 2018  
Boca Raton City Hall – Council Chambers**

Chair Mitchell Fogel called the meeting to order at 6:00 P.M.

**BOARD MEMBERS**

Mitchell Fogel	Chair
Melvin Pollack	Vice-Chair - ABSENT
Randy Nobles	Secretary/Treasurer
Cheryl Budd	Board Member
Gene Folden	Board Member
James R. Nau	Board Member
Bob Tucker	Board Member

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

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

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority Website, [www.bocaaairport.com](http://www.bocaaairport.com) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the October 17, 2018 Regular Meeting was made by Mr. Tucker and seconded by Ms. Budd. The Motion was carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT AGENDA**

There were no items on the consent agenda.

**FEDERAL, STATE AND MUNICIPAL INPUT**

There was no Federal, State or Municipal Input.

### **PUBLIC REQUESTS**

There were no public requests.

### **FINANCIAL REPORT**

Ms. Camilo presented the Financial Report for October 2018.

**A MOTION to approve the Financial Report for October 2018 was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.**

### **TENANT REPORTS AND REQUESTS**

Mr. Kohut presented the special event request from Signature Flight Support. Mr. Kohut did advise the Board that there was a change of date from the 15<sup>th</sup> of January to the 23<sup>rd</sup> of January.

**A MOTION to approve Resolution No. 11-29-18 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Boca Chamber Professionals Under Forty (Pulse) Meets the Boca Chamber Board of Directors Event on January 23, 2019 was made by Mr. Nau and seconded by Mr. Nobles. The Motion carried unanimously.**

### **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of October 2018.

Mr. Michael Schneider, Pace Communications Group, Inc. presented a quarterly update on the Corporate Identity and Community Engagement Program at the Boca Raton Airport.

Mr. Bryan provided an update on the Runway Rejuvenator Project.

Ms. Bennett presented the proposed settlement agreement with West Construction, Inc. resolving all outstanding claims related to delays incurred during the US Customs and Border Protection Facility construction project.

A discussed ensued.

**A MOTION to approve Resolution No. 11-30-18 of the Boca Raton Airport Authority approving a Settlement Agreement with West Construction, Inc. relating to construction of the Customs and Border Protection Facility was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.**

## **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Ms. Budd provided a history of the Executive Director annual performance evaluation process and the steps undertaken to update the evaluation form in response to the Board's request for a more quantitative analysis.

Mr. Nobles provided input in how the new performance evaluation form was developed, including referencing industry best practices and correlating the metrics to the budget and annual business goals.

A discussion ensued.

## **PUBLIC INPUT**

There was no public input.

## **OTHER BUSINESS**

Mr. Folden mentioned there will be a Presidential TFR over the Thanksgiving Holiday.

Mr. Tucker wished everyone a Happy Thanksgiving.

## **MISCELLANEOUS**

The next regularly scheduled meeting is Friday, December 7, 2018 at 2:00 p.m. in the Boca Raton Council Chambers at City Hall.

## **ADJOURNMENT**

Meeting adjourned at 1:48 p.m.

\_\_\_\_\_  
Mitchell Fogel, Chair

\_\_\_\_\_  
Date



# Memo

To: Mitchell Fogel, Chair and Board Members  
From: Ariadna Camilo, Finance and Administration Manager  
Date: December 7, 2018  
RE: **Financial Report – November 2018**

---

## **AGENDA ITEM – VII – A**

Airport Management and the Secretary/Treasurer will provide an overview of the Financial Report for the two months ending November 30, 2018. Due to the timing of the December Board Meeting, estimates were used when possible.

Total Operating Revenues as of November 30, 2018 were \$738,817 an increase of \$51,412 or 7.5% to budget. This increase in revenue year to date is attributable to a seasonal increase in Customs Facility Revenue.

Total Non-Operating Revenues and Capital Contributions as of November 30, 2018 were \$0.

Total Operating Expenses as of November 30, 2018 were \$480,343 a decrease of \$50,650 or 9.5% compared to budget. Significant variances in expenses compared to budget for the two months ending November 30, 2018 are as follows:

- Marketing expenditures are up \$32,710 or 107.5% to budget, primarily due to onetime donations made to the Civil Air Patrol and BRAA Scholarship Fund.
- Project expenditures are down \$84,490 or 99.9% to budget, primarily due to the ATCT rehabilitation project.
- Legal Service expenditures for the month of November were not received in time for the financial report. Year to date expenditures are detailed below, including a breakdown of costs for board member related matters and capital projects.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
<b>GENERAL</b>	\$ 2,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.	\$ -	\$ -	\$ 2,517
<b>BOARD</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CUSTOMS</b>	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300

Total Capital Expenditures as of November 30, 2018 were \$196,661. The majority of Capital Expenditures were attributable to Task 40 – Customs Facility and Task 41 – Security Enhancements of the Capital Improvement Program. Of the total \$196,661 in Capital Expenditures, \$1,300 were attributable to project-related legal fees, while \$11,070 were attributable to Capital Outlay.





**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Two Months Ending November 30, 2018**  
 (unaudited)

**Summary Results**

	FY 2019 Annual Budget	FY 2019 November Actual	FY 2019 November Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 4,124,425	\$ 738,817	\$ 687,404	\$ 51,412	7.5%
Operating Expenses	\$ 3,185,957	\$ 480,343	\$ 530,993	\$ (50,650)	-9.5%
<b>Operating Income/(Loss) before Depreciation</b>	<b>\$ 938,468</b>	<b>\$ 258,474</b>	<b>\$ 156,411</b>	<b>\$ 102,062</b>	<b>65.3%</b>
Depreciation	\$ 1,641,650	\$ 273,608	\$ 273,608	\$ -	0.0%
<b>Net Operating Income/(Loss)</b>	<b>\$ (703,182)</b>	<b>\$ (15,135)</b>	<b>\$ (117,197)</b>	<b>\$ 102,062</b>	<b>-87.1%</b>
Non-Operating Revenues	\$ 405,932	\$ -			
<b>Income/(Loss) before Capital Contributions</b>	<b>\$ (297,250)</b>	<b>\$ (15,135)</b>			
Capital Contributions from State and Federal Grants	\$ 1,060,000	\$ -			
<b>Change in Net Position</b>	<b>\$ 762,750</b>	<b>\$ (15,135)</b>			



**Boca Raton Airport Authority**  
**Actual Revenue Results Versus Budget**  
**For the Two Months Ending November 30, 2018**  
(unaudited)

**Revenue Summary**

	FY 2019 Annual Budget	FY 2019 November Actual	FY 2019 November Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Rent Revenue	\$ 3,063,351	\$ 524,037	\$ 510,558	\$ 13,478	2.6%
Fuel Flowage Fees	\$ 700,000	\$ 121,137	\$ 116,667	\$ 4,470	3.8%
Customs Facility Revenue	\$ 165,000	\$ 58,948	\$ 27,500	\$ 31,448	114.4%
Interest Income	\$ 120,000	\$ 26,947	\$ 20,000	\$ 6,947	34.7%
Other Revenue	\$ 76,074	\$ 7,749	\$ 12,679	\$ (4,930)	-38.9%
<b>Total Operating Revenues</b>	<b>\$ 4,124,425</b>	<b>\$ 738,817</b>	<b>\$ 687,404</b>	<b>\$ 51,412</b>	<b>7.5%</b>
FDOT Grants	\$ 405,932	\$ -			
<b>Non-Operating Revenues</b>	<b>\$ 405,932</b>	<b>\$ -</b>			
FDOT Grants	\$ 910,000	\$ -			
FAA Grants	\$ 150,000	\$ -			
<b>Capital Contributions from State and Federal Grants</b>	<b>\$ 1,060,000</b>	<b>\$ -</b>			



**Boca Raton Airport Authority**  
**Actual Expense Results Versus Budget**  
**For the Two Months Ending November 30, 2018**  
(unaudited)

**Expense Summary**

	FY 2019 Annual Budget	FY 2019 October Actual	FY 2019 October Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,104,721	\$ 215,014	\$ 184,120	\$ 30,894	16.8%
Professional Services	\$ 178,500	\$ 3,269	\$ 29,750	\$ (26,481)	-89.0%
Office Operating Expenses	\$ 248,985	\$ 43,688	\$ 41,497	\$ 2,191	5.3%
Airport Operations	\$ 446,211	\$ 86,410	\$ 74,368	\$ 12,042	16.2%
Insurance Expense	\$ 153,147	\$ 25,899	\$ 25,524	\$ 375	1.5%
ATCT Facility	\$ 46,800	\$ 5,082	\$ 7,800	\$ (2,718)	-34.8%
Customs Facility	\$ 317,576	\$ 37,757	\$ 52,929	\$ (15,173)	-28.7%
Marketing & Special Events	\$ 182,602	\$ 63,144	\$ 30,434	\$ 32,710	107.5%
Projects	\$ 507,415	\$ 80	\$ 84,569	\$ (84,490)	-99.9%
<b>Total Operating Expenses</b>	<b>\$ 3,185,957</b>	<b>\$ 480,343</b>	<b>\$ 530,993</b>	<b>\$ (50,650)</b>	<b>-9.5%</b>
Capital Outlay	\$ 62,500	\$ 11,070			
Capital Improvement Program	\$ 1,300,000	\$ 185,591			
<b>Total Capital Expenditures</b>	<b>\$ 1,362,500</b>	<b>\$ 196,661</b>			



**Boca Raton Airport Authority**  
**Balance Sheet Summary**  
**November 30, 2018**  
(unaudited)

**Summary Results**

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 305,581	Accounts Payable	\$ 78,474
Receivables	\$ 140,125	Due to Other Governments	\$ 1,225
Due From Other Governments	\$ 439,282	Compensated Absences, short-term	\$ 29,306
Money Markets	\$ 200	Deferred Rent Income	<u>\$ 20,615</u>
Certificates of Deposit	\$ 7,502,515	<b>Total Current Liabilities</b>	<b>\$ 129,621</b>
Certificates of Deposit, Restricted	\$ 182,904	Non-Current Liabilities	
Other Assets	<u>\$ 150,253</u>	Security Deposits	\$ 167,879
<b>Total Current Assets</b>	<b>\$ 8,720,859</b>	Compensated Absences, long-term	<u>\$ -</u>
Non-Current Assets		<b>Total Non-Current Liabilities</b>	<b>\$ 167,879</b>
Rent Receivable	\$ 467,943	<b>Total Liabilities</b>	<b><u>\$ 297,500</u></b>
Capital Assets		Capital	
Land	\$ 1,791,886	Florida Operations Trust Fund	\$ 267,950
Avigation Easements	\$ 4,835,961	Retained Earnings	\$ 38,807,698
Project in Progress	\$ 17,196,281	Contributed Capital - Federal	\$ 317,029
Buildings	\$ 7,233,180	Contributed Capital - State	\$ 6,430,281
Land Procurement	\$ 955,070	Net Income	<u>\$ (15,135)</u>
Leasehold Improvements	\$ 8,220,981	<b>Total Capital</b>	<b>\$ 45,807,823</b>
Furniture, Fixtures, and Equipment	\$ 2,753,315	<b>Total Liabilities &amp; Capital</b>	<b><u>\$ 46,105,323</u></b>
Infrastructure	\$ 14,161,489		
Less Accumulated Depreciation	<u>\$ (20,231,643)</u>		
<b>Total Non-Current Assets</b>	<b>\$ 37,384,464</b>		
<b>Total Assets</b>	<b><u>\$ 46,105,323</u></b>		



# Memo

To: Mitchell Fogel, Chair and Board Members  
From: Travis Bryan, Operations Manager  
Date: December 7, 2018  
RE: **Special Event – Atlantic Aviation Concours d’ Elegance DuPont Registry**

---

## **AGENDA ITEM – VIII – A**

Airport Management has received a request from Atlantic Aviation to hold a Special Event on February 22, 2019 on their leasehold.

Atlantic Aviation is seeking Authority approval to host the 13<sup>th</sup> Annual Concours d’ Elegance/ DuPont Registry on Friday, February 22, 2019. This is part of a weekend event (February 22-24, 2019) at the Boca Resort and Club held each year in support of the Boys and Girls Club.

The event will feature a variety of aircraft and quality automobiles on static displays of varying sizes. Atlantic Aviation estimates approximately 2,000 guests will attend the event, which will be limited to the FBO building, Hangar 3 and the ramp in front of the hangar. Parking will be off-site on FAU property and guests will be bussed to the event.

Airport Management recommends approval of Resolution Number 12-31-18, granting Conditional Approval to Atlantic Aviation to hold the Special Event on February 22, 2019, subject to the submittal and Airport Management approval of the required safety and security plans.

**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION NO. 12-31-18**

**Resolution of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for the Concours d'Elegance/DuPont Registry, scheduled for February 22, 2019**

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

**WHEREAS**, on November 28, 1984, the Authority entered into a Lease and Operating Agreement with Boca Airport Inc. d/b/a Boca Aviation ("Boca Aviation"), and the Lease and Operating Agreement has been amended throughout the years (the "Boca Aviation Lease");

**WHEREAS**, with the Authority's consent and subject to conditions, Boca Aviation assigned the Boca Aviation Lease, to Atlantic Aviation – Boca Raton, LLC, a Delaware limited liability company ("Atlantic"); and

**WHEREAS**, the Authority has received a request from Atlantic Aviation to host a Special Event on their leasehold premises for the annual Concours d'Elegance/DuPont Registry, scheduled for February 22, 2019 (the "Request");

**WHEREAS**, the Request and the Special Event are consistent with the Atlantic Aviation Lease; and

**WHEREAS**, the Authority desires to conditionally approve the Request, subject to:

- The delivery to the Executive Director of a Certificate of Insurance and endorsements evidencing the appropriate coverage for the Event, as set forth in the Authority's Minimum Standards and Requirements for Aeronautical Activities; and
- Safety, Security and Barricade Plans for the Event (collectively, the "Conditions").

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 7<sup>th</sup> DAY OF DECEMBER 2018, AS FOLLOWS:**

1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.
2. The Authority hereby approves the Request, subject to Atlantic Aviation's fulfillment of the Conditions.
3. The Authority hereby authorizes the Airport Manager and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 12-31-18.
4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 12-31-18.

**ADOPTED by the Boca Raton Airport Authority this 7<sup>th</sup> day of December 2018.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY**

---

**Randy Nobles**  
**Secretary & Treasurer**

---

**Mitchell Fogel**  
**Chair**

Letter of Request for Approval of Hangar Event

11/19/2018

Clara Bennett, Executive Director

Boca Raton Airport Authority

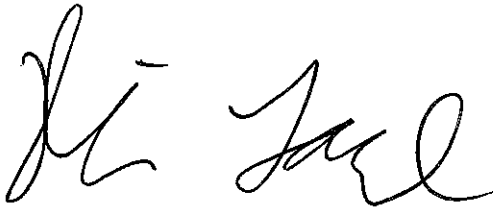
903 NW 35<sup>th</sup> Street

Boca Raton Florida 33431

Clara,

I would like to formally request approval for an event taking place on our leasehold. The event will be held on February 22<sup>nd</sup> 2019. The event is the 13<sup>th</sup> annual Concours d'Elegance Hangar Party, which is a charity event for the Boys and Girls Club. The event will be very similar to last year. The event will be held inside of Hangar 3. Parking will be off-site again this year, coordinated with FAU and guests will be arriving via busses. A security plan will be in place and all vendor insurance will be presented to the Airport for approval.

Thank you for the consideration and let me know if you need anything else,



Devin Lawrence

General Manager – Boca Raton -BCT

T : 561.368.1110

E : [Devin.Lawrence@AtlanticAviation.com](mailto:Devin.Lawrence@AtlanticAviation.com)

ABSOLUTELY ATLANTIC



# Memo

To: Mitchell Fogel, Chair and Board Members  
From: Travis Bryan, Operations Manager  
Date: December 7, 2018  
RE: **Special Event – Atlantic Aviation**

---

## **AGENDA ITEM – VIII – B**

Airport Management has received a request from Atlantic Aviation and Sky One Holdings LLC d/b/a Privaira to hold a special event on February 16, 2019 on their leasehold premises.

Privaira is seeking Authority approval to host Bark After Dark to benefit the Champions Charity. This event located within Hangar 9 consists of live music, light food, and a silent auction to benefit pet rescues within the Boca Raton area. Approximately 200 people are expected to attend the event with valet parking being provided landside.

Airport Management recommends approval of Resolution Number 12-32-18, granting Conditional Approval to Atlantic Aviation to hold the Special Event on February 16, 2019, subject to the submittal and Airport Management approval of the required safety and security plans.



**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION NO. 12-32-18**

**Resolution of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira Special Event to be held on February 16, 2019.**

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

**WHEREAS**, on November 28, 1984, the Authority entered into a Lease and Operating Agreement with Boca Airport Inc. d/b/a Boca Aviation ("Boca Aviation"), and the Lease and Operating Agreement has been amended throughout the years (the "Lease");

**WHEREAS**, Boca Aviation subsequently assigned the Boca Aviation Lease, to Atlantic Aviation – Boca Raton, LLC, a Delaware limited liability company ("Atlantic"); and

**WHEREAS**, the Authority has received a request from Atlantic Aviation to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira Special Event to be held on February 16, 2019 (the "Request");

**WHEREAS**, the Request and the Special Event are consistent with Atlantic Aviation's Lease; and

**WHEREAS**, the Authority desires to conditionally approve the Request, subject to:

- Delivery to the Executive Director of a Certificate of Insurance and endorsements evidencing the appropriate coverage for the Event, as set forth in the Authority's Minimum Standards and Requirements for Aeronautical Activities; and
- Safety, Security and Barricade Plans for the Event (collectively, the "Conditions").

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 7th DAY OF DECEMBER 2018, AS FOLLOWS:**

1. **The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
2. **The Authority hereby approves the Request, subject to Atlantic Aviation's fulfillment of the Conditions.**
3. **The Authority hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 12-32-18.**
4. **The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 12-32-18.**

**ADOPTED by the Boca Raton Airport Authority this 7<sup>th</sup> day of December 2018.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY**

---

**Randy Nobles**  
**Secretary & Treasurer**

---

**Mitchell Fogel**  
**Chair**

Letter of Request for Approval of Tenant Hangar Event

11/19/2018

Clara Bennett, Executive Director

Boca Raton Airport Authority

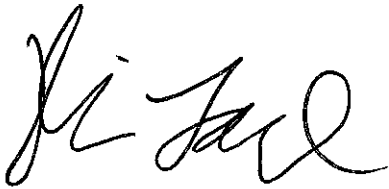
903 NW 35<sup>th</sup> Street

Boca Raton Florida 33431

Clara,

I would like to formally request approval for an event on behalf of our tenant Privaira. The event will be held on February 16<sup>th</sup> 2019. The charity event is "Bark After Dark". The admission will be by invitation only and will be approximately 200 guests. Parking will be valet, security will be in place, and all vendors will submit insurance for Airport approval.

Thank you for the consideration and let me know if you need anything else,



Devin Lawrence

General Manager – Boca Raton -BCT

T : 561.368.1110

E : [Devin.Lawrence@AtlanticAviation.com](mailto:Devin.Lawrence@AtlanticAviation.com)





# Memo

To: Mitchell Fogel, Chair and Board Members  
From: Travis Bryan, Operations Manager  
Date: December 7, 2018  
RE: **Special Event - Signature Flight Support**

---

## **AGENDA ITEM – VIII - C**

The Collings Foundation annual event, the “Wings of Freedom Tour,” will visit the Boca Raton Airport from January 21, 2019 through January 24, 2019.

The Collings Foundation anticipates displaying World War II vintage aircraft including a Boeing B-17 Flying Fortress, a Consolidated B-24 Liberator, and a North American P-51 Mustang. Flight experiences will also be available.

Local representatives of The Collings Foundation are working with Signature Flight Support and Airport Management to ensure the safety of the public attending the event and the safe and uninterrupted operation of the Airport.

Airport Management recommends Resolution Number 12-33-18 of the Boca Raton Airport Authority authorizing conditional approval for Signature Flight Support to host a Special Event on their leasehold from January 21 – 24, 2019 for the Collings Foundation “Wings of Freedom Tour” contingent upon receipt of a certificate of insurance and endorsements in accordance with the Authority’s Minimum Standards and submission of applicable safety, security and barricade plans.

**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION 12-33-18**

**A Resolution of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Collings Foundation's "Wings of Freedom" tour special event on January 21-24, 2019**

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

**WHEREAS**, Signature Flight Support Corporation ("Signature"), is a fixed base operator at the Airport pursuant to a Sublease with Premier Aviation of Boca Raton, LLC;

**WHEREAS**, the Authority received a letter from Signature (the "Request") requesting permission of the Authority to host the Collings Foundation's "Wings of Freedom" tour special event (the "Event") at the Airport January 21-24, 2019;

**WHEREAS**, the Event provides an opportunity for the public to experience a living history display of the vintage WWII aircraft; and

**WHEREAS**, the Authority desires to conditionally approve the Request, subject to and contingent upon receipt of insurance policies or endorsements consistent with the Minimum Standards and Rules and Regulations of the Boca Raton Airport, and submission of applicable safety, security and barricade plans (collectively, the "Conditions").

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 7th DAY OF DECEMBER 2018, AS FOLLOWS:**

- 1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
- 2. The Authority hereby conditionally approves the Request, subject to satisfaction of the Conditions.**
- 3. The Authority hereby authorizes the Executive Director to issue a letter of authorization for the Event upon satisfaction of the Conditions.**
- 4. The Authority hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 12-33-18.**
- 5. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 12-33-18.**

**ADOPTED by the Boca Raton Airport Authority, this 7<sup>th</sup> day of December 2018.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY:**

---

**Randy Nobles  
Secretary & Treasurer**

---

**Mitchell Fogel  
Chair**



Signature Flight Support - BCT  
3300 Airport Road  
Boca Raton Airport  
Boca Raton, FL 33431  
T +1 561 955 9556

28 November 2018

Mrs. Clara Bennett  
Executive Director  
Boca Raton Airport Authority  
903 N.W. 35th Street  
Boca Raton, FL 33431

Dear Clara,

Signature Flight Support would like to once again host the Collings Foundation's "Wings of Freedom" tour special event scheduled for January 21<sup>st</sup> – 24<sup>th</sup> 2019. On behalf of the Collings Foundation we would like to be placed on the BRAA December agenda in order to formally request approval from the Board and Authority to host the event.

The aircraft will be positioned, as in previous years, on our ramp between the main FBO building and Hangar 2. Gate 3 will be closed to regular traffic and utilized as the pedestrian entrance and exit to the Bombers' static display. Members of the Collings Foundation and Signature Flight Support staff will provide a barrier around their static displays using rope and stanchions.

The Certificate of Insurance naming both Signature Flight Support and the Boca Raton Airport Authority as additional insured will be provided by The Collings Foundation while Signature Flight Support will provide BRAA a Security & Safety Plan in advance of the planned date of the event.

Should you require additional information, please feel free to contact me at 561 226 3714.

Sincerely,

A handwritten signature in black ink that reads "Garry Madolid".

Garry Madolid  
Station Manager  
Signature Flight Support



[SignatureFlight.com](http://SignatureFlight.com)



# Memo

To: Mitchell Fogel, Chair and Authority Members

From: Robert Abbott, Operations Coordinator

Date: December 7, 2018

RE: **Operations and Noise Abatement Report, November 2018**

---

## **AGENDA ITEM – IX - A**

Due to the early date of the December meeting, the information required to produce the Operations and Noise Abatement Report for the month of November is not yet available. The report will be posted to the Airport Authority website as soon as it is produced and presented at the December 7<sup>th</sup> Board meeting.

BOCA RATON AIRPORT AUTHORITY

# OPERATIONS AND NOISE ABATEMENT REPORT



**NOVEMBER  
2018**

# NOVEMBER 2018 OPERATIONS REPORT



**34%**  
TRAINING



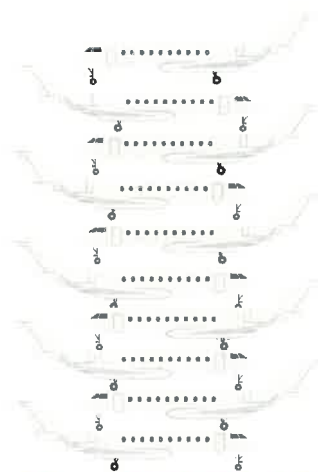
**41%**  
IFR



**25%**  
VFR

## OPERATIONS BREAKDOWN

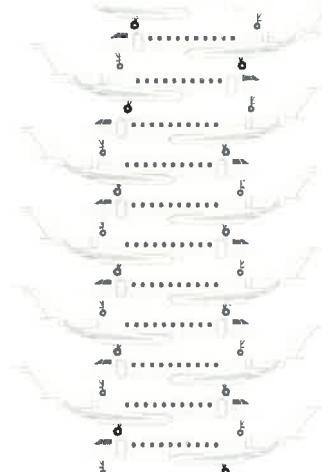
**Chart 1:** Breakdown of last month's operations based on type of operation (ex. Training, Instrument Flight Rules, Visual Flight Rules). An operation is counted as an arrival or a departure, a touch-and-go operation counts as two operations.



**6,828**

**NOVEMBER 2017**

**+4%**



**7,088**

**NOVEMBER 2018**

## TOWER OPERATIONS

1 PLANE = 600 OPERATIONS

**Chart 2:** November 2018 operations compared to November 2017 tower operations.

### ABBREVIATIONS:

*IFR (Instrument Flight Rules): Planes flying on an instrument flight plan - Primarily jets. VFR (Visual Flight Rules): - Primarily propeller aircraft.  
TFR (Temporary Flight Restriction): Airspace flight restriction imposed by the Federal Aviation Administration (FAA) when there is a government VIP or special event in the area.*



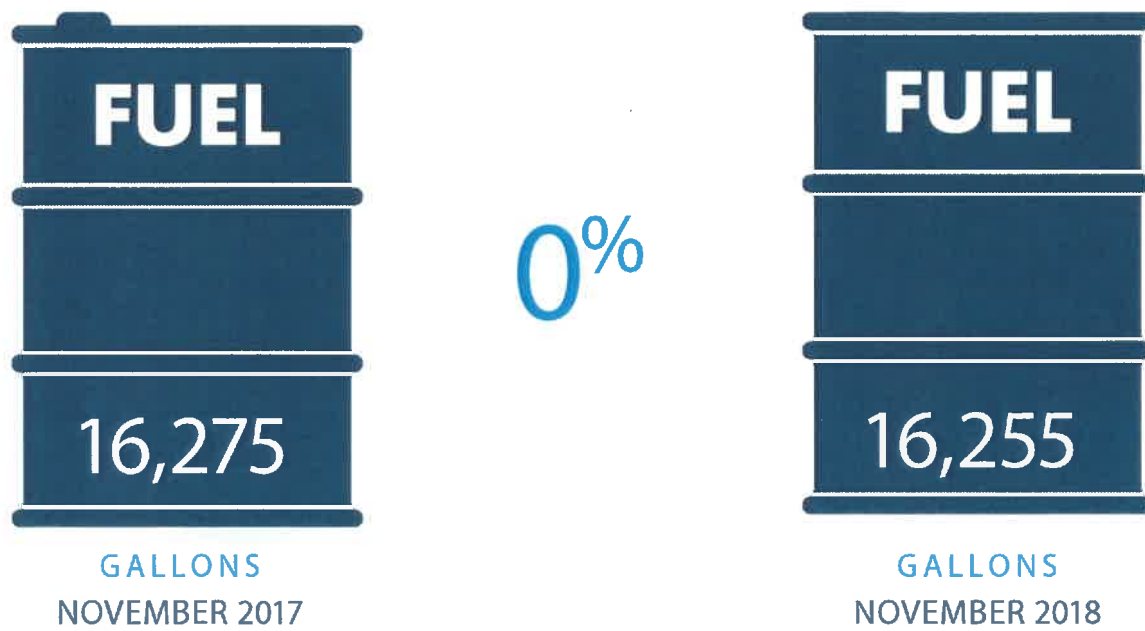
NOVEMBER 2018  
OPERATIONS REPORT



JET A FUEL REPORT

Jet A: Aviation fuel designed for use in aircraft powered by gas-turbine engines (jet aircraft).

Chart 3: Month of November 2018 deliveries of Jet A in gallons compared to November 2017 deliveries of Jet A.



AVGAS FUEL REPORT

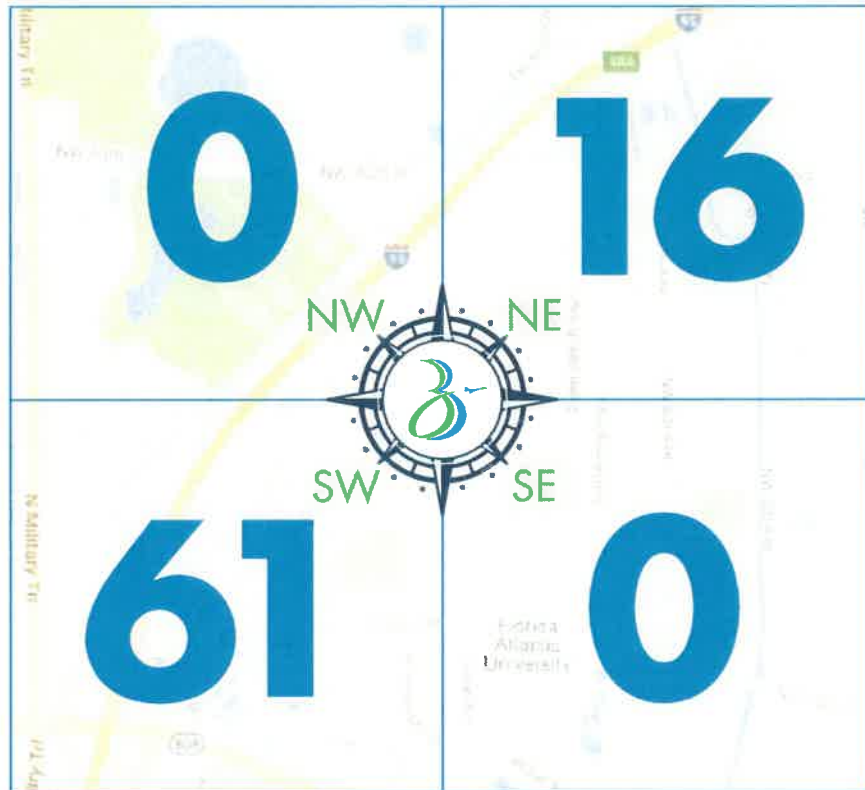
Avgas: Aviation gasoline designed for use in piston-engine aircraft.

Chart 4: Month of November 2018 deliveries of Avgas in gallons compared to November 2017 deliveries of Avgas.

NOVEMBER 2018

# NOISE ABATEMENT REPORT

## NOISE CONCERNS PER QUADRANT



**Chart 5:** Noise concerns submitted via telephone, email, or on our website are tracked by quadrant where the noise concern occurred in relation to the airport.



**74%**  
TFR



**100%**  
NOISE



**77%**  
TRAFFIC

TYPE OF CONCERN

**Chart 6:** Type of noise concern and/or if it occurred during a Temporary Flight Restriction (TFR).

NOVEMBER 2018

# NOISE ABATEMENT REPORT

NOT FOLLOWING **VOLUNTARY**  
CURFEW PROCEDURES

**97**  
**OPERATIONS**



**51%**

DURING **TFR**

**49** OUT OF **97**

**Chart 7:** A voluntary curfew violation is an operation that occurred during our voluntary night curfew from 22:00 – 07:00 without prior notification to the airport. Voluntary curfew violators are notified of their violation via letter, email, or phone to inform them of the noise sensitivity of our community and to encourage them to operate outside our voluntary night curfew hours. Voluntary curfew operations that occurred during a TFR is also tracked.

NOVEMBER 2018

# NOISE ABATEMENT REPORT

## NIGHT OPERATIONS BY HOUR

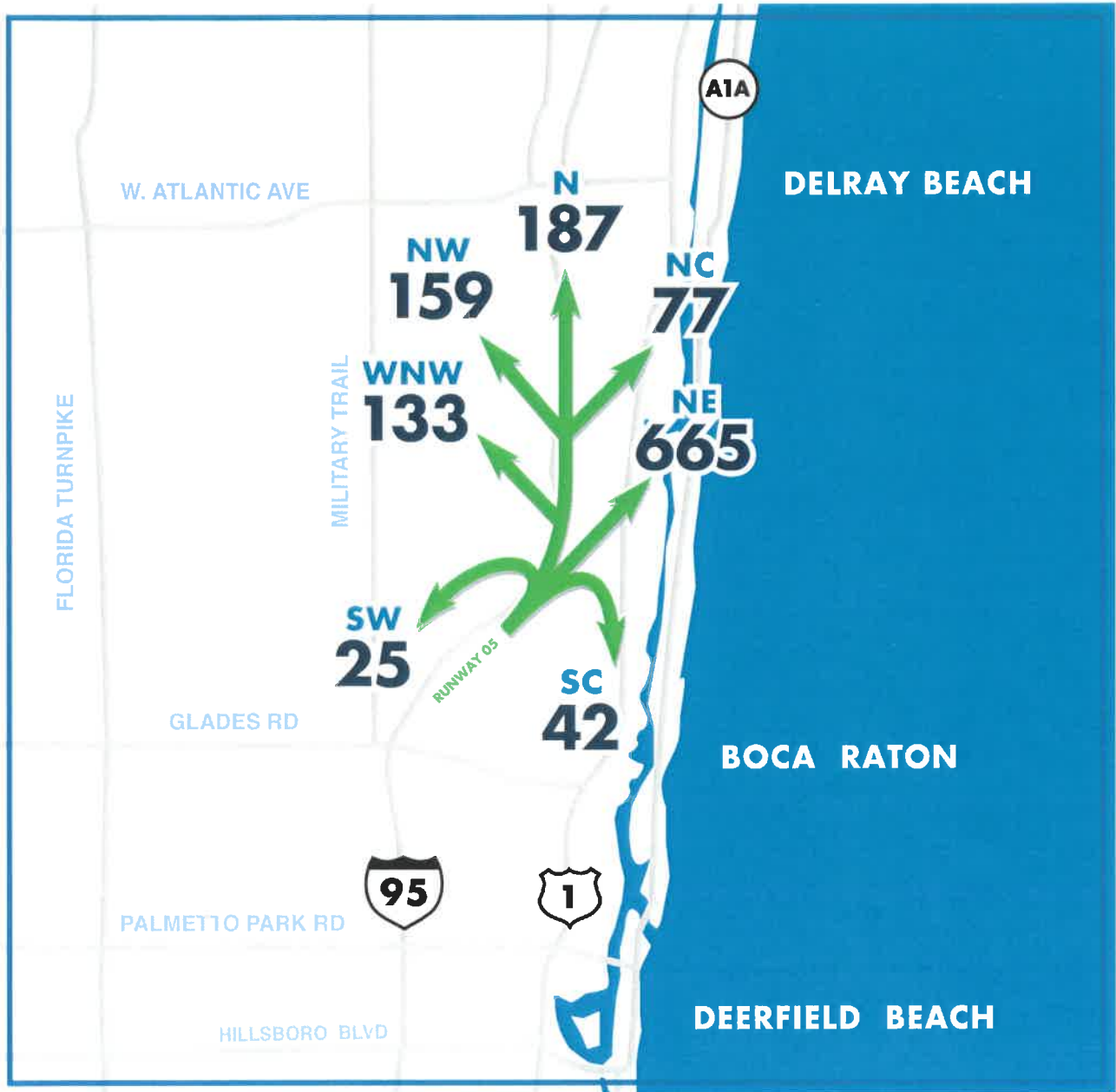


**Chart 8:** A voluntary curfew operation is an operation that occurred during our voluntary night curfew from 22:00 – 07:00. Chart breaks down the number of operations per hour during the voluntary curfew period in November 2018.

NOVEMBER 2018

# NOISE ABATEMENT REPORT

## RUNWAY DEPARTURE HEADING BY DIRECTION



**Chart 9:** Departure heading is the direction an aircraft flies after taking off. Departure headings are assigned by the Tower to aircraft prior to departure. This chart does not include helicopter operations.

NOVEMBER 2018

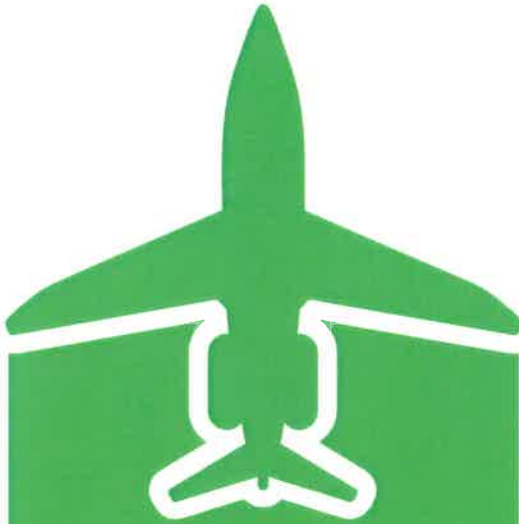
# NOISE ABATEMENT REPORT

## NOISE ABATEMENT CALLS

First Name	Last Name	Community	Quadrant	A/D/O/T	Runway	Aircraft Category	Tail/Flight Number	Aircraft Type	Concern	TFR Related?	Calls Received
Ross	Rosenburg	Wimbleton Villas	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes: 33 No: 23	56
Jim	Warner	N/A	B	T	5	P	N/A	N/A	Noise, Traffic	No	1
Esther	Morrison	N/A	C	A	5	J	N54RE	C25B	Noise	No	1
Sharon	Goldstein	TimberCreek	C	O	N/A	J	N/A	F-15	Noise	No	1
Jerry	N/A	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise	No	1
Jay	Shapp	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Barbara	Da ddario	N/A	C	O	N/A	H	N/A	Sheriff's Helicopter	Noise	No	1
Donna	Grant	N/A	B	D/O	5	N/A	N/A	N/A	Noise, Traffic	Yes	7
Lillia	Perez	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	2
Mia	Krause	N/A	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Peter	Pinter	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	2
Leon	Enslow	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	1
Henry	Danteis	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	Yes	2

NOVEMBER 2018

# CUSTOMS OPERATIONS REPORT



132

**FLIGHTS &  
OPERATIONS**



637

**PASSENGERS**

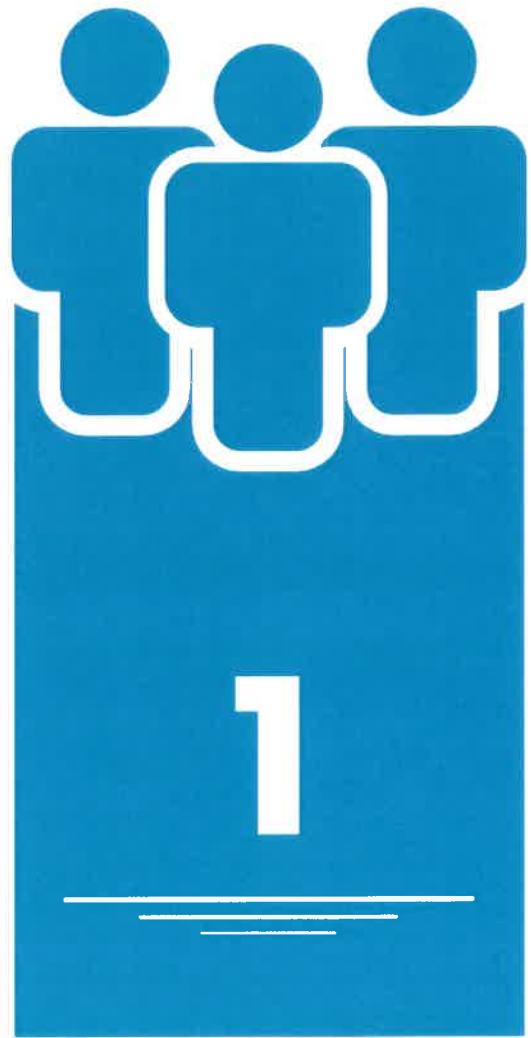
**Charts 10 & 11:** Total operations ran and total passengers during the month of November 2018.

NOVEMBER 2018

# CUSTOMS OPERATIONS REPORT



**VESSELS**



**PASSENGERS**

**Charts 12 & 13:** Total operations ran and total passengers during the month of November 2018.



NOVEMBER 2018

# CUSTOMS OPERATIONS REPORT

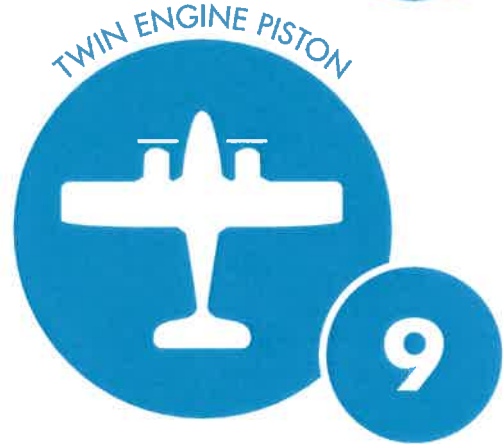


Country	No. of Flights
Bahamas	76
Canada	20
Turks and Caicos	10
Dominican Republic	3
Mexico	4
Bermuda	3
Venezuela	2
Cayman Islands	2
Panama	2
Columbia	1
Jamaica	2
Germany	1
Costa Rica	2
Brazil	1

**Charts 14:** Total flights into BCT mapped by country of the flight's origin.

NOVEMBER 2018

# CUSTOMS OPERATIONS REPORT



Charts 15: Total operations by type of aircraft.