

# BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, February 15, 2017  
Council Chambers – City Hall  
201 W. Palmetto Park Road, Boca Raton, Florida

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Members, Wednesday, February 15th 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.bocairport.com](http://www.bocairport.com) and may also be heard on the radio on 1650 AM.

## **I. ROLL CALL**

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

## **II. APPROVAL OF MINUTES**

- A. Consider approval of Minutes for the Regular Meeting of January 18, 2017.
- B. Consider approval of Minutes for the Board Workshop of January 24, 2017.

## **III. AGENDA CHANGES**

## **IV. PUBLIC REQUESTS**

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

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

**V. CONSENT AGENDA**

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

**VII. FINANCIAL REPORT**

A. Presentation of the January 2017 Financial Report.

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

**VIII. TENANT REPORTS AND REQUESTS**

**IX. EXECUTIVE DIRECTOR AND STAFF REPORTS**

A. Noise Abatement/Operations Summary for the month of January 2017.

B. Request approval to award a contract to West Construction, Inc., the lowest responsive and responsible bidder to ITB No. 2016-BRAA-002 for Runway 23 Departure End Engineered Materials Arresting System (EMAS) Construction;

Consider Resolution Number 02-4-17 of the Boca Raton Airport Authority authorizing approval to award a contract to West Construction, Inc. for Runway 23 Departure End Engineered Materials Arresting System (EMAS) Construction.

C. Proposed Bylaws Amendment – First Reading.

D. Community Engagement Program Update.

E. Status Report on Operational Impacts of Presidential Temporary Flight Restrictions.

F. Discussion on Preferred Date for the December 2017 Authority Board Meeting.

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

**XI. PUBLIC COMMENT**

**XII. OTHER BUSINESS**

**XIII. MISCELLANEOUS**

The next meeting is scheduled for March 18<sup>th</sup> 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  
January 18, 2017  
Boca Raton City Hall – Council Chambers**

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

**BOARD MEMBERS**

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
William Helwig	Board Member
David Milledge	Board Member
Melvin Pollock	Board Member
Tom Thayer	Board Member

**COUNSEL**

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

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Ariadna Camilo, Finance and Administration Manager  
Jose Blanco, Operations Coordinator  
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.bocairport.com](http://www.bocairport.com) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the December 21, 2016 Regular Meeting was made by Ms. Budd and seconded by Mr. Pollack. The Motion was carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT AGENDA**

There was no consent agenda.

## **FEDERAL, STATE AND MUNICIPAL INPUT**

There was no Federal, State or Municipal input.

## **PUBLIC REQUESTS**

There were no public requests.

## **FINANCIAL REPORT**

A. Ms. Camilo presented the Financial Report for December 2016.

**A MOTION to approve the Financial Report for December 2016 was made by Mr. Thayer and seconded by Mr. Pollack. The Motion carried unanimously.**

## **TENANT REPORTS AND REQUESTS**

There were no tenant reports or requests.

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

A. Mr. Folden reported that the Noise Abatement/Operations Summary for the month of December was included in the Agenda Package.

B. Mr. Kohut requested approval of the Hangar Lease Agreement for Hangar 1A Building A5 with Boca Aircraft Owners, Inc. for use by the Civil Air Patrol.

Representatives from the Civil Air Patrol spoke regarding their organization and their needs.

**A Motion to approve Resolution No. 01-1-17 of the Boca Raton Airport Authority approving a Hangar Lease Agreement for Hangar 1A, Building A5 by and between the Boca Raton Airport Authority and Boca Aircraft Owners, Inc., at the Boca Raton Airport was made by Ms. Budd. The Motion carried unanimously.**

Mr. Mitch Kutun spoke regarding the Civil Air Patrol, and the benefits his son has experienced since joining the organization.

Lt. Col. Michael T. Harding provided an overview of the Civil Air Patrol and presented a plaque of recognition to the Airport Authority for their continued support.

- C. Mr. Kohut requested approval to award a contract to Ricondo & Associates, Inc. of Chicago, IL for General Consultant of Record for the Boca Raton Airport Authority.

**A Motion to approve Resolution No. 01-2-17 of the Boca Raton Airport Authority to award a contract to Ricondo & Associates, Inc. of Chicago, IL, for General Consultant of Record for the Boca Raton Airport Authority was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.**

- D. Ms. Bennett requested approval to establish the Boca Raton Airport Scholarship through the George Snow Foundation with an initial contribution of \$25,000.

Mr. Jack Fox spoke regarding the Scholarship Fund and other organizations that would benefit from donations.

A discussion ensued.

**A Motion to approve Resolution No. 01-3-17 of the Boca Raton Airport Authority authorizing a Letter of Agreement with the George Snow Scholarship Fund was made by Mr. Milledge and seconded by Mr. Fogel. Ms. Budd, Mr. Milledge, Mr. Thayer, Mr. Fogel and Mr. Folden voted yes. Mr. Pollack and Mr. Helwig voted no. The motion passed 5-2.**

- E. Mr. Folden suggested that the proposed amendment to the Boca Raton Airport Authority Bylaws be deferred until after the Authority's January workshop. It was the consensus of the Board to defer action until the February 15, 2017 Regular Meeting.

### **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Mr. Folden requested an update on the Customs project. Mr. Kohut provided an update along with pictures of the progress being made.

Mr. Helwig announced that effective January 19, 2017 he would be tendering his resignation to the Mayor of Boca Raton, because he would be moving out of the area. Mr. Helwig commented on his tenure with the Boca Raton Airport Authority.

Mr. Fogel thanked Mr. Helwig for his service.

Mr. Folden discussed the telephonic participation during the December 2016 meeting to get feedback from those who called in.

**PUBLIC INPUT**

Mr. Neil Haynie provided input regarding the upcoming Board Workshop and requested that the Board evaluate offering rebates to based pilots on fuel flow fees and to offer Customs services to based pilots without a fee.

**OTHER BUSINESS**

**MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, February 15, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURNMENT**

Meeting adjourned at 7:30 p.m.

\_\_\_\_\_  
Gene Folden, Chair

\_\_\_\_\_  
Date

**Boca Raton Airport Authority  
Workshop Minutes  
January 24, 2017  
903 NW 35<sup>th</sup> Ave  
Boca Raton, FL 33531  
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on January 24, 2017 at 1:00 P.M. The workshop was open to the public.

**MEMBERS IN ATTENDANCE**

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

**COUNSEL**

Robert Diffenderfer, Esquire – Lewis Longman & Walker  
Amy Petrick, Esquire – Lewis Longman & Walker  
Peter Kirsch, Esquire - Kaplan Kirsch Rockwell (via Skype)

**STAFF IN ATTENDANCE**

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

**Welcome and Introduction**

Mr. Folden called the meeting to order at 1:00 p.m. and welcomed the attendees. Following consensus from the Board, the floor was opened for public comment.

City of Boca Raton Councilmember Robert Weinroth, commented on the role of the Board in setting policy.

Ms. Budd inquired as to any concerns the City of Boca Raton may have with the existing BRAA Bylaws. Mr. Weinroth responded that the City did not have any concerns with the BRAA Bylaws as currently adopted.

## **I. Presentation on Requirements for Florida Special Districts including Sunshine Law Requirements for Boards and Committees**

Mr. Diffenderfer and Ms. Petrick gave an overview of the requirements for Special Districts including Sunshine Law and Public Record requirements. A discussion on the requirements of the Palm Beach County Commission on Ethics also ensued.

Mr. Kirsch introduced himself to the Board.

## **II. Proposed Amendment to the Boca Raton Airport Authority Bylaws**

Ms. Petrick provided an evaluation of the proposed amendment to the BRAA Bylaws Article IV as discussed at the January 2017 Board Meeting.

Ms. Petrick made a recommendation regarding Section 4.03 Agenda and Section 4.03(h) Emergency Items.

A discussion ensued.

Ms. Petrick reviewed the changes to the Bylaws as proposed by Mr. Bill Helwig, former Board Member, at the August 2016 Board Meeting.

Ms. Petrick and Mr. Diffenderfer did not recommend any of these proposed changes.

## **III. Review of BRAA Investment Policy**

Mr. Diffenderfer gave an overview of the Boca Raton Airport Authority Investment Policy and State of Florida requirements.

Mr. Antonio Grau, Jr. Grau & Associates, provided input on industry best practices for the management and investment of public funds.

A discussion ensued.

Ms. Budd requested that Airport Management conduct a survey of similar public entities to see how our investment strategy compares.

Mr. Thayer suggested that Airport Management evaluate bonding of employees who manage the Airport Authority's finances.

## **IV. Discussion on Palm Beach County Commission on Ethics**

Mr. Folden acknowledged that the topic was covered in Legal Counsel's presentation regarding requirements for Florida Special Districts.

## **V. Update on Federal Contract Tower Program**

Mr. David Bezanis, ATCT Manager, provided an update regarding the Contract Tower and staffing.

## **VI. Update on Proposed Airport Observation Area Project**

Mr. Kohut provided an update on this project, and stated that a request has been made for funding from FDOT.

## **VII. Goal Setting Update**

Ms. Bennett provided an update regarding the strategic initiatives identified by the Board at the 2016 Visioning Workshop.

## **VIII. Public Comment**

Mr. Folden asked that public comment be moved up in the agenda due to time constraints. The Board agreed.

Mr. Neil Haynie provided input regarding upcoming lease reversions.

## **VIX. BRAA Organizational Chart and Compensation Structure**

Ms. Bennett distributed the organizational chart as presented during the 2016 Budget and a proposed alternative based on feedback received at that time.

A discussion ensued.

The Board acknowledged that the organizational chart as presented during the 2016 Budget was favorable.

Mr. Folden requested that staff names be added to the organizational chart.

## **X. Report from Lewis Longman & Walker**

Mr. Diffenderfer stated that the Firm is working diligently to get up to speed on matters of the Board and expressed their commitment to working together with Airport Authority.

## **ADJOURNMENT**

Meeting adjourned at 5:00 p.m.

\_\_\_\_\_  
Gene Folden, Chair

\_\_\_\_\_  
Date



# Memo

To: Gene Folden, Chair and Board Members  
From: Ariadna Camilo, Finance and Administration Manager  
Date: February 15, 2017  
RE: **Financial Report – January 2017**

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## **AGENDA ITEM – VII – A**

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

Total Operating Revenues as of January 31, 2017 were \$1,165,238, an increase of \$15,529 or 1.4% to budget.

Total Non-Operating Revenues as of January 31, 2017 were \$0. This is to be expected, as Non-Operating Revenues are received on a quarterly basis.

Total Operating Expenses as of January 31, 2017 were \$710,966, a decrease of \$146,196 or 17.1% compared to budget. Significant variances in expenses compared to budget for the four months ending January 31, 2017 are as follows:

- Personnel Expenses are down \$32,246 or 9.2% to budget.
- Professional Services expenditures are down \$78,191 or 66.6% to budget, primarily due to expenses being lower than anticipated. Expenditures related to legal services for the month of January are not accounted for, due to the timing of the new engagement.

Total Non-Operating Expenses as of January 31, 2017 were \$597,678. The majority of non-operating expenses were attributable to Task 40 – Customs Facility and Task 42 – EMAS of the Capital Improvement Program. Of the total \$597,678 in Non-Operating Expenses, \$632 were attributable to project-related legal fees.



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

**Summary Results**

	FY 2017 Annual Budget	FY 2017 January Actual	FY 2017 January Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 3,449,127	\$ 1,165,238	\$ 1,149,709	\$ 15,529	1.4%
Operating Expenses	\$ 2,571,487	\$ 710,966	\$ 857,162	\$ (146,196)	-17.1%
<b>Operating Income/(Loss) before depreciation</b>	<b>\$ 877,640</b>	<b>\$ 454,272</b>	<b>\$ 292,547</b>	<b>\$ 161,726</b>	<b>55.3%</b>
Depreciation	\$ 1,327,849	\$ 442,616	\$ 442,616	\$ -	0.0%
<b>Net Income/(Loss)</b>	<b>\$ (450,209)</b>	<b>\$ 11,656</b>	<b>\$ (150,070)</b>	<b>\$ 161,726</b>	<b>-107.8%</b>
Non-Operating Revenues	\$ 9,207,633	\$ -			
<b>Change in Net Assets</b>	<b>\$ 10,085,273</b>	<b>\$ 454,272</b>			



**Boca Raton Airport Authority**  
**Actual Revenue Results Versus Budget**  
**For the Four Months Ending January 31, 2017**  
 (unaudited)

**Revenue Summary**

	FY 2017 Annual Budget	FY 2017 January Actual	FY 2017 January Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Rent Revenues	\$ 2,840,927	\$ 941,544	\$ 946,976	\$ (5,432)	-0.6%
Fuel Flowage Fees	\$ 425,000	\$ 179,426	\$ 141,667	\$ 37,759	26.7%
Interest Income	\$ 58,500	\$ 20,765	\$ 19,500	\$ 1,265	6.5%
Customs Facility Revenue	\$ 36,000	\$ -	\$ 12,000	\$ (12,000)	-100.0%
Other Revenues	\$ 88,700	\$ 23,504	\$ 29,567	\$ (6,063)	-20.5%
<b>Total Operating Revenues</b>	<b>\$ 3,449,127</b>	<b>\$ 1,165,238</b>	<b>\$ 1,149,709</b>	<b>\$ 15,529</b>	<b>1.4%</b>
FDOT Grants	\$ 2,487,633	\$ -			
FAA Grants	\$ 6,720,000	\$ -			
<b>Total Non-Operating Revenues</b>	<b>\$ 9,207,633</b>	<b>\$ -</b>			



**Boca Raton Airport Authority**  
**Actual Expense Results Versus Budget**  
**For the Four Months Ending January 31, 2017**  
 (unaudited)

**Expense Summary**

	FY 2017 Annual Budget	FY 2017 January Actual	FY 2017 January Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,046,654	\$ 316,638	\$ 348,885	\$ (32,246)	-9.2%
Professional Services	\$ 352,000	\$ 39,143	\$ 117,333	\$ (78,191)	-66.6%
Operating Expenses	\$ 239,339	\$ 88,283	\$ 79,780	\$ 8,503	10.7%
Airport Operations	\$ 461,691	\$ 134,926	\$ 153,897	\$ (18,971)	-12.3%
Insurance Expense	\$ 181,711	\$ 44,777	\$ 60,570	\$ (15,794)	-26.1%
ATCT Facility	\$ 51,432	\$ 22,920	\$ 17,144	\$ 5,776	33.7%
Customs Facility	\$ 77,808	\$ -	\$ 25,936	\$ (25,936)	-100.0%
Marketing & Special Events	\$ 160,852	\$ 64,280	\$ 53,617	\$ 10,662	19.9%
<b>Total Operating Expenses</b>	<b>\$ 2,571,487</b>	<b>\$ 710,966</b>	<b>\$ 857,162</b>	<b>\$ (146,196)</b>	<b>-17.1%</b>
Capital Outlay	\$ 200,500	\$ -			
Capital Improvement Program	\$ 10,109,541	\$ 597,678			
<b>Total Non-Operating Expenses</b>	<b>\$ 10,310,041</b>	<b>\$ 597,678</b>			



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

Summary Results

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 977,206	Accounts Payable	\$ 359,929
Receivables	\$ 119,935	Due to Other Governments	\$ 8,024
Due From Other Governments	\$ 479,757	Compensated Absences, short-term	\$ -
Money Markets	\$ 2,064,327	Deferred Rent Income	\$ 144,891
Certificates of Deposit	\$ 3,598,152		
Certificates of Deposit, Restricted	\$ 182,207	<b>Total Current Liabilities</b>	<b>\$ 512,844</b>
Other Assets	<u>\$ 92,171</u>		
<b>Total Current Assets</b>	<b>\$ 7,513,755</b>	Non-Current Liabilities	
		Security Deposits	\$ 167,879
Non-Current Assets		Compensated Absences, long-term	<u>\$ 8,523</u>
Rent Receivable	\$ 521,345	<b>Total Non-Current Liabilities</b>	<b>\$ 176,402</b>
Capital Assets			
Land	\$ 1,791,886	<b>Total Liabilities</b>	<b><u>\$ 689,247</u></b>
Avigation Easements	\$ 4,835,961	Capital	
Project in Progress	\$ 10,224,301	Florida Operations Trust Fund	\$ 267,950
Buildings	\$ 2,854,224	Retained Earnings	\$ 28,254,672
Land Procurement	\$ 955,070	Contributed Capital - Federal	\$ 317,029
Leasehold Improvements	\$ 8,220,981	Contributed Capital - State	\$ 6,430,281
Furniture, Fixtures, and Equipment	\$ 2,646,101	Net Income	<u>\$ 11,656</u>
Infrastructure	\$ 13,646,351		
Less Accumulated Depreciation	<u>\$ (17,239,141)</u>	<b>Total Capital</b>	<b>\$ 35,281,588</b>
<b>Total Non-Current Assets</b>	<b>\$ 28,457,080</b>	<b>Total Liabilities &amp; Capital</b>	<b><u>\$ 35,970,835</u></b>
<b>Total Assets</b>	<b><u>\$ 35,970,835</u></b>		



# Memo

To: Gene Folden, Chair and Board Members  
From: Jose Blanco, Operations Coordinator  
Date: February 15, 2017  
RE: **Operations and Noise Abatement Report, January 2017**

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## **AGENDA ITEM – IX - A**

Airport Management provides 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 5,234 operations reported by the Tower, which is seven percent (7%) less than the operations reported in January 2016.

There were six (6) 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 one percent (1%) more than January of the previous year. Av Gas deliveries during the month of January were forty-nine percent (49%) more than January of the previous year.

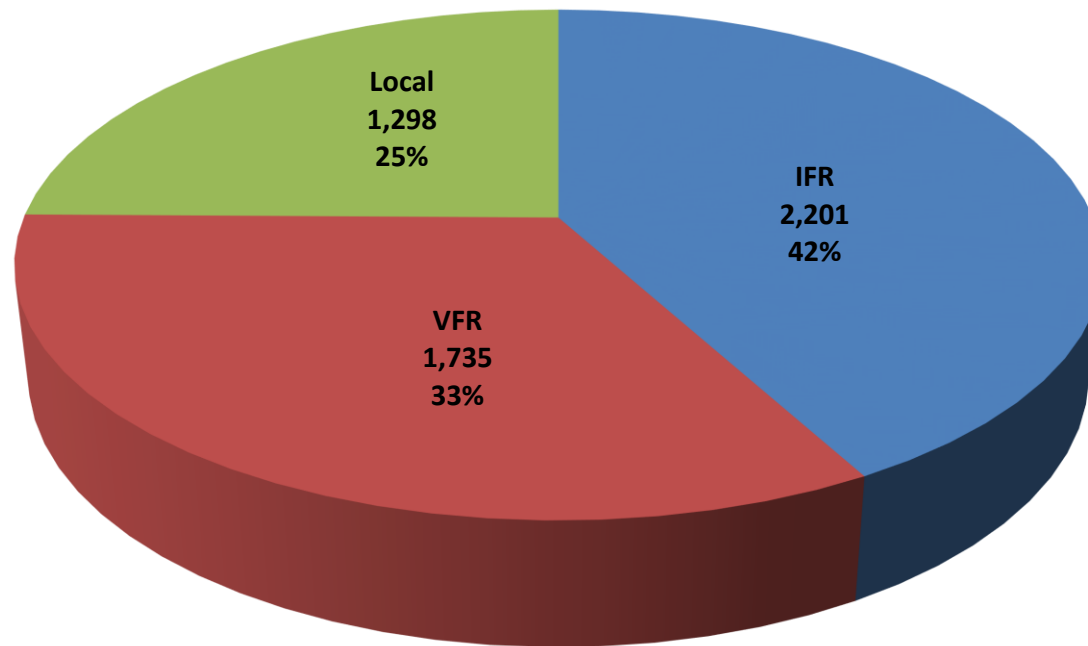
There were no aviation incidents at the Airport during the month of January.

**Boca Raton Airport Authority**  
**Operations / Noise Abatement Report**  
**January 2017**



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

## January 2017 Operations

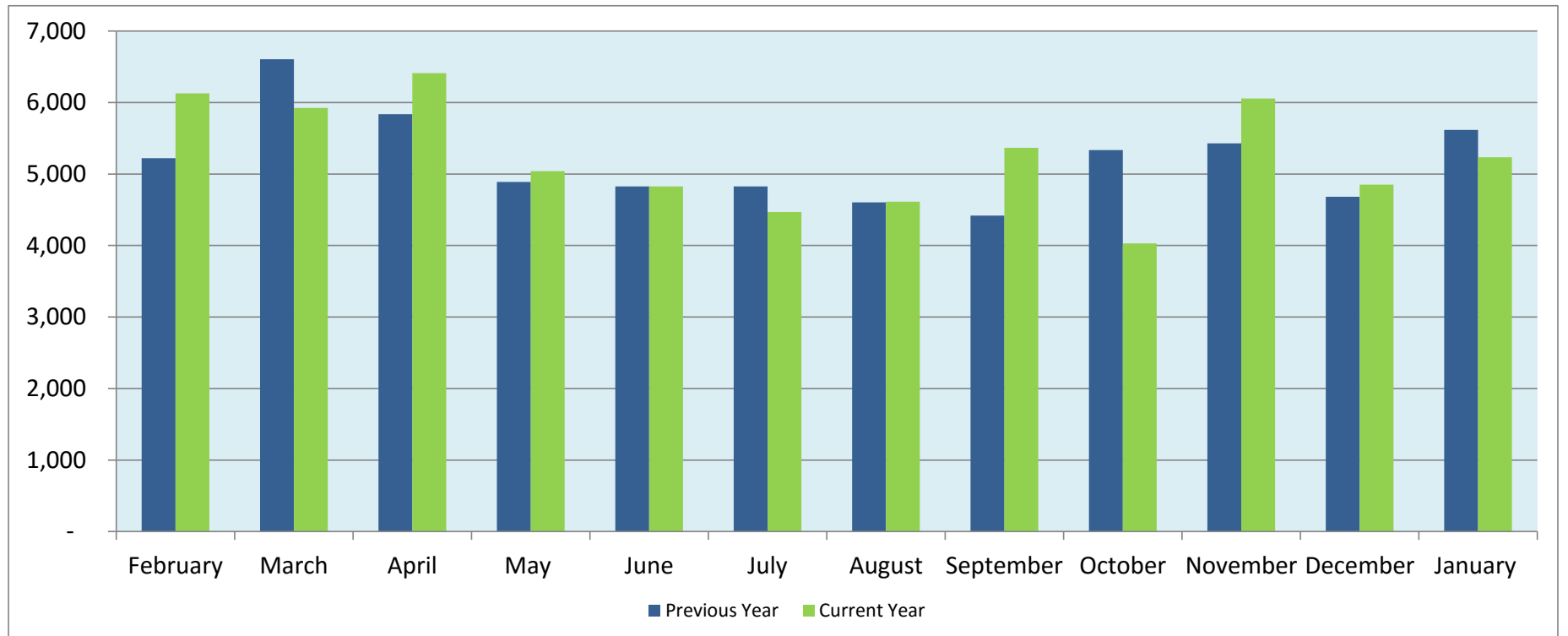


IFR - Instrument Flight Rules (Primarily Jets)  
VFR - Visual Flight Rules (Primarily props/helicopters)  
Local - Primarily training or prop traffic within the local flight pattern



## Monthly Tower Operations February 2015 - January 2016 vs. February 2016 - January 2017

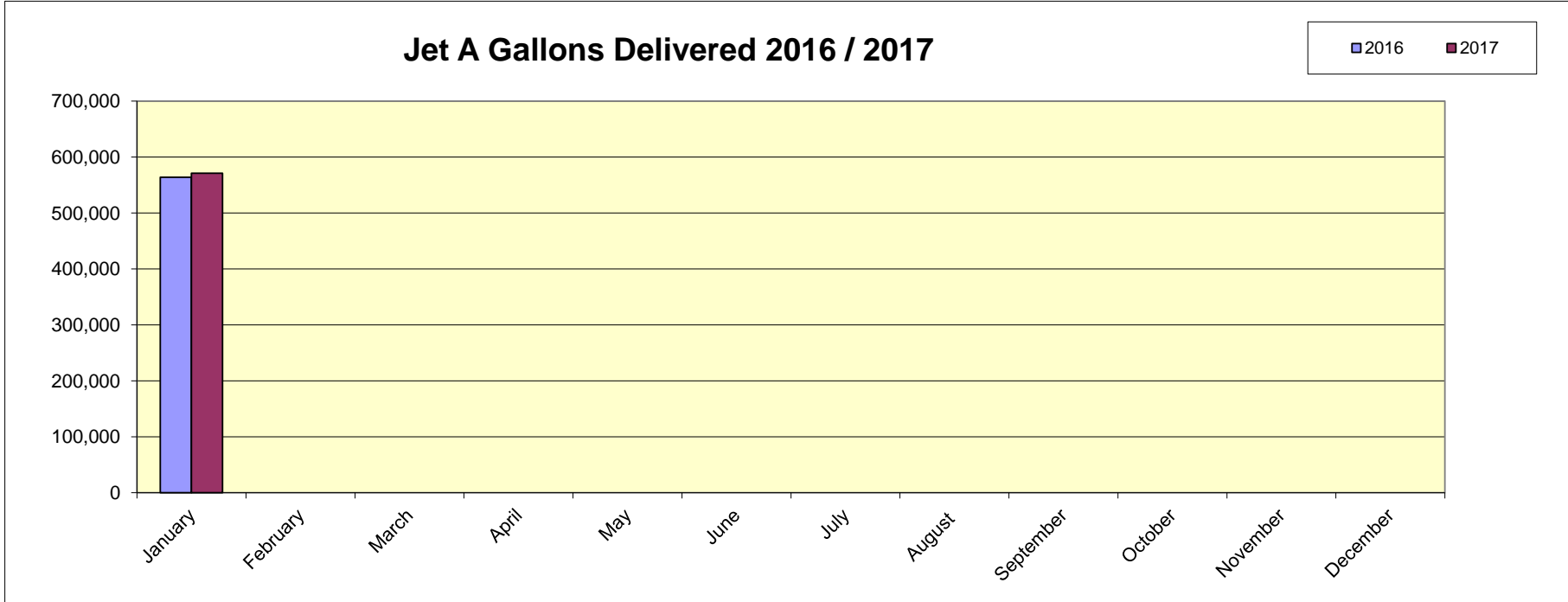
Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Total
5,223	6,605	5,836	4,888	4,827	4,828	4,604	4,418	5,334	5,428	4,683	5,618	62,292
Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Total
6,129	5,924	6,410	5,039	4,825	4,469	4,614	5,366	4,031	6,058	4,850	5,234	62,949



**BOCA RATON AIRPORT NOISE ABATEMENT REPORT**

**JET A MONTHLY FUEL REPORT**

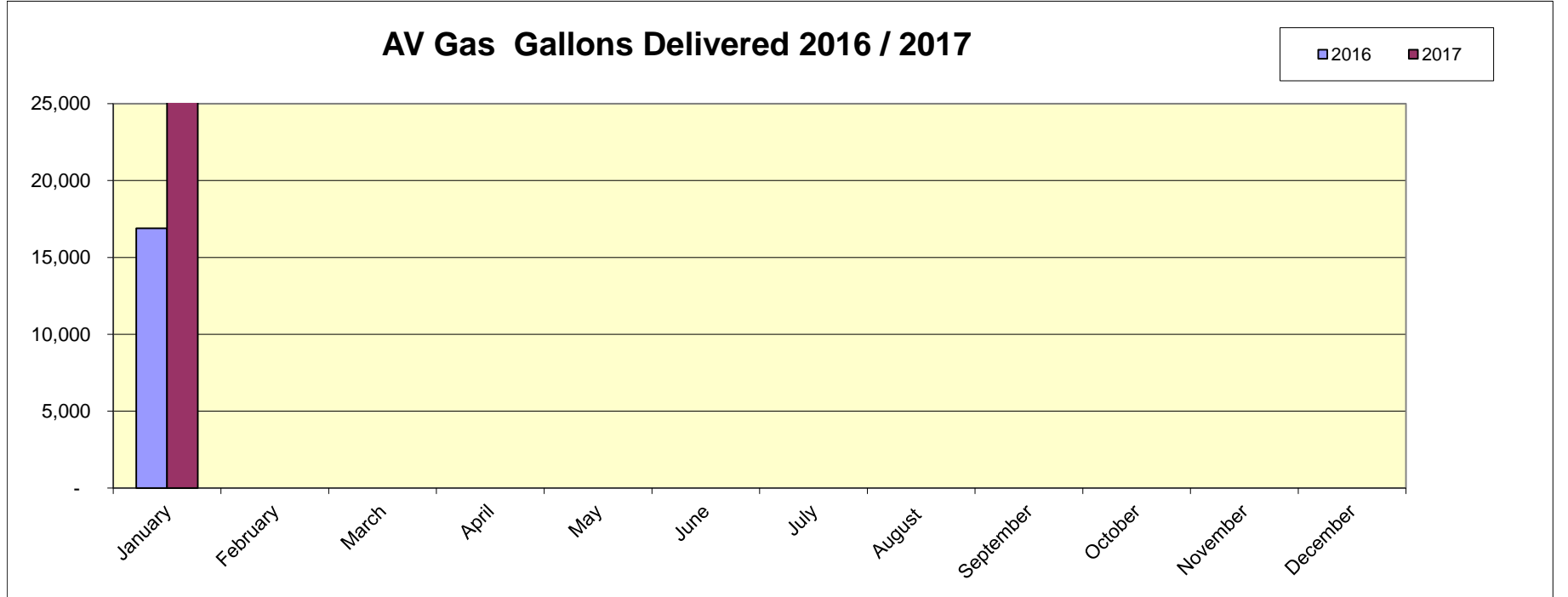
Jet A (Gallons) Delivered	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
2016	563,942												563,942
<b>2017</b>	<b>570,983</b>												<b>570,983</b>
Change	7,041												7,041
% Change	1%												1%



**BOCA RATON AIRPORT NOISE ABATEMENT REPORT**

**AV GAS MONTHLY FUEL REPORT**

AV Gas (Gallons) Delivered	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
2016	16,899												16,899
<b>2017</b>	<b>25,169</b>												<b>25,169</b>
Change	8,270												8,270
% Change	49%												49%



**BOCA RATON AIRPORT NOISE ABATEMENT REPORT**

**January 2017 - NOISE REPORT**

First Name	Last Name	Community	Quadrant	A/D/O/T	Runway	Aircraft Category	Tail/Flight Number	Aircraft Type	Concern	Calls Received
Howard	Mintz	Century Village	A	D	23	J	N752JC	FA50	Noise	1
Christin	Spengler	N/A	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	1
Gary	Brown	Trends	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	1
Roger	Paris	Vistazo	B	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	1
Tom	Delmonico	Wimbledon Villas	C	N/A	N/A	N/A	N/A	N/A	Noise, Traffic	1
Rick	Zeefe	Santa Barbara	A	D	23	J	N/A	N/A	Noise	1

**BOCA RATON NOISE ABATEMENT REPORT**

**NOISE REPORTS Per Quadrant- YTD 2017**

Year	Unknown	Quadrant A	Quadrant B	Quadrant C	Quadrant D	Total
2017	0	2	2	2	0	6

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

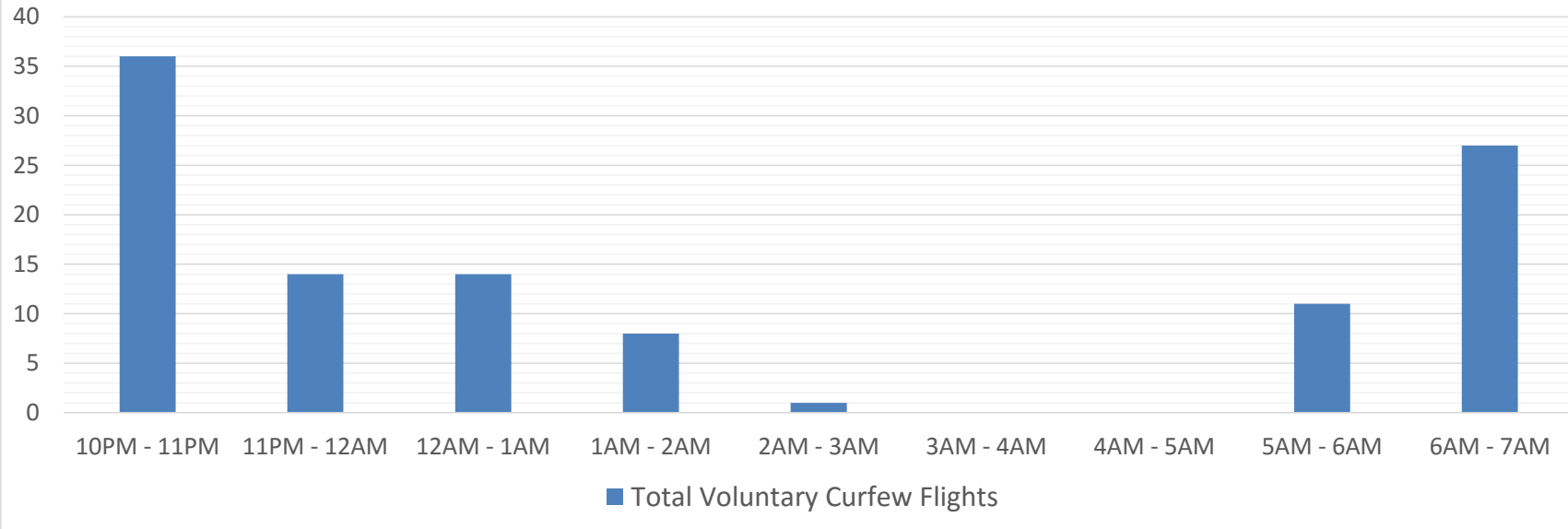
Date	Time	N#	Type	A	D	T&G*	S&G**	RWY	Owner	Address	City	State	Zip	FBO
1/1/2017	22:32	N203	Challenger 600	A				5	Jacura Delaware INC.	7634 NW 6th Ave.	Boca Raton	FL	33487	Atlantic
1/2/2017	22:50	N724EF	LearJet 60XR	A				5	BH Matos LLC.	6006 LeLac Road	Boca Raton	FL	33496	Signature
1/4/2017	22:06/22:15	N1492J	Citation XLS	A	D			23	Black Gold Aero LLC.	25238 Calloway	San Antonio	TX	78260	Atlantic
1/5/2017	22:51	N224MG	R22		D			H	Airman Helicopters INC.	284 Imperial LN	Lauderdale by the Sea	FL	33308	N/A
1/7/2017	22:46	N383SS	Conquest II	A				5	Joseph Skilken & Company	P.O. Box 1148 383 South 3rd Street	Columbus	OH	43216	N/A
1/8/2017	22:26/23:08	N524MA	Citation II	A	D			5	JetSet Premier	2384 SE Liberator Lane Suite 103	Stuart	FL	34996	Atlantic
1/9/2017	6:54	N60HJ	LearJet 60XR	A				5	Ace Aviation Services Corporation	5525 NW 15th Ave Suite 150	Ft. Lauderdale	FL	33309	N/A
1/12/2017	5:44	N112WJ	G-IV	A				5	Windsor Jet Management	1815 Northwest 51st Place Professional Aviation Centre	Ft. Lauderdale	FL	33309	Atlantic
1/13/2017	22:51	N242MG	R44		D			H	Wings Up IV LLC.	1000 Enterprise Dr.	Allen Park	MI	48101	Signature
1/16/2017	22:37	N556PU	PA-28-161	A	D			5	Flightsafety International INC.	2805 Airport Dr.	Vero Beach	FL	32960	Stop & Go
1/18/2017	22:03	N608MM	Citation 525		D			5	TAG Aviation LLC.	915 Glengate Place	Atlanta	GA	30328	Atlantic
1/18/2017	22:53	N371DC	PA-28-161		D			5	Flightsafety International INC.	2805 Airport Dr.	Vero Beach	FL	32960	N/A
1/19/2017	0:15	N86213	Cessna 172P			1		5	PAPA 160 LLC.	1602 SW 77th Ave.	Pembroke Pines	FL	33023	Stop & Go
1/19/2017	0:25/0:42	N888VV	Cessna 421B	A	D			5	Abaco Xpress LLC.	2711 Centerville Road	Wilmington	DE	19808	Signature
1/20/2017	6:12	N23759	Cessna 172R		D			5	Christiansen Aviation INC.	2207 Concord Pike	Wilmington	DE	19803	N/A
1/21/2017	23:04	N463DD	Hawker 800A	A				23	KLM Aviation INC.	12230 NW 77th Manor	Parkland	FL	33076	Atlantic
1/22/2017	22:08	N719XJ	Citation X	A				23	XOJET INC.	2000 Sierra Point Parkway Suite 200	Brisbane	CA	94005	Signature
1/26/2017	6:41	N444KM	LearJet 70	A				5	Gold Aviation Services INC.	1420 Lee Wagener Boulevard	Ft. Lauderdale	FL	33315	Atlantic
1/26/2017	22:11	N406TM	Hawker 800XP	A				23	Travel Management Company Ltd.	2101 County Road 6 West	Elkhart	IN	46514	N/A
1/27/2017	0:05/0:15	N127C	Piper Mirage	A	D			23	Trekker Holdings LLC.	12601 W. Okeechobee Rd.	Miami	FL	33018	Signature
1/27/2017	0:06/2:05	N9306Y	Beech M35	A	D			23	TFF INC.	7516 Quail Ridge Dr.	Dexter	MI	48130	N/A
1/30/2017	6:01	N15143	PA-28R-200		D			5	Robert Santa Cruz	908 Kenley Hall	Florence	SC	29501	Tie Downs
1/30/2017	6:44	N724EF	LearJet 60		D			23	BH Matos LLC.	6006 LeLac Road	Boca Raton	FL	33496	Signature
1/30/2017	22:03/23:39	N11802	Cessna 172S	A	D			5	Epic Aviation INC.	1996 Aero Cir	New Smyrna Beach	FL	32168	N/A
1/30/2017	22:35	N940VA	Beechjet 400A	A				5	C&L Aerospace	40 Wyoming Ave.	Bangor	ME	4401	Atlantic
1/31/2017	0:31	N2446Z	Cessna 172S		D			5	Eric Flight Academy LLC.	6717 Duckhorn CT.	Port Orange	FL	32128	Signature
1/31/2017	0:34	N2024Y	Cessna 172S		D			5	Lynn Ventures LLC.	2600 Hilltop Farms Rd.	Apex	NC	27502	Signature

\* Touch and Go Operations

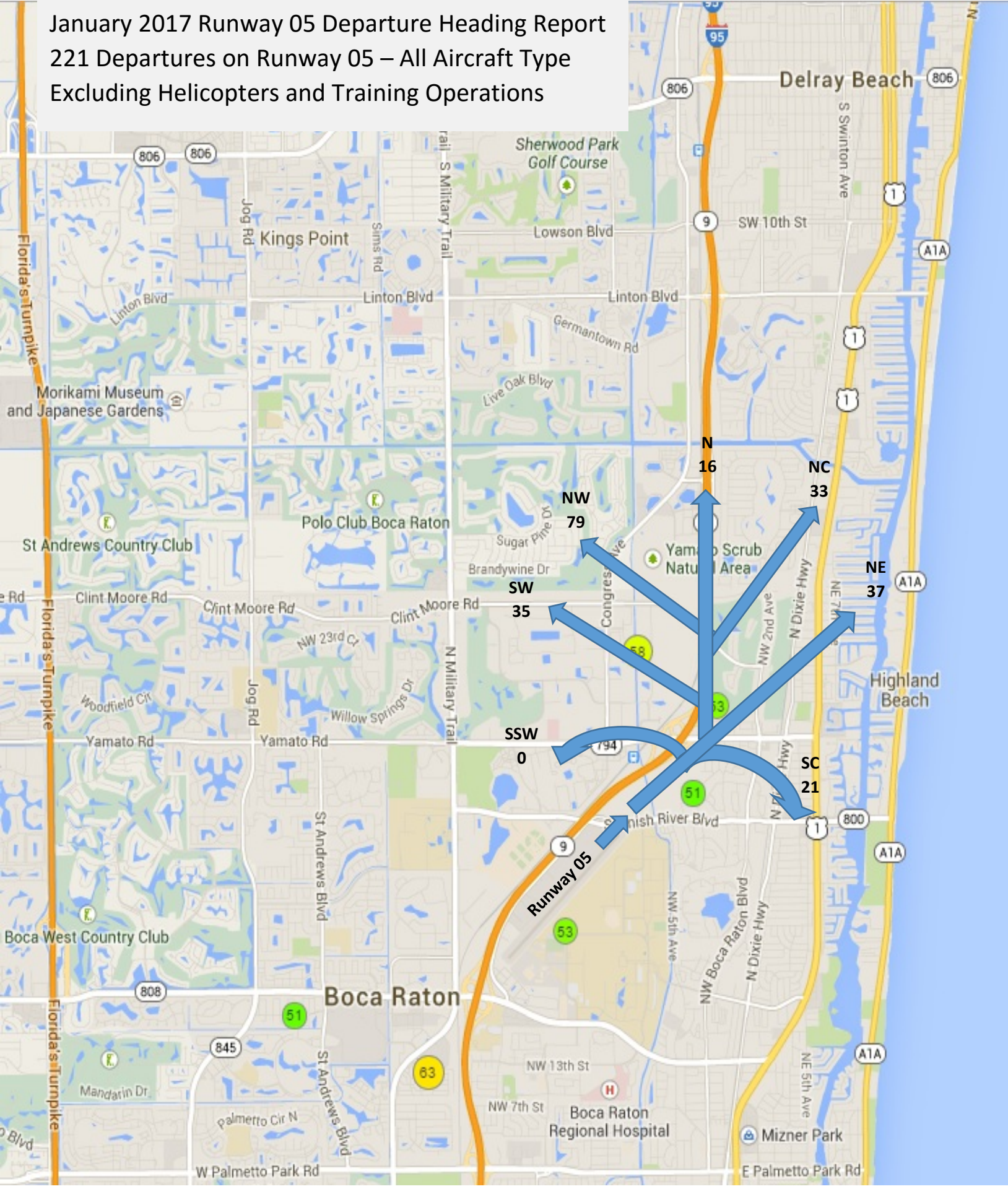
\*\* Stop and Go Operations

Day vs. Night Operations Annual & Current Month							
	2012	2013	2014	2015	2016	2017 YTD	Jan-17
<b>Total Operations</b>	52,097	50,473	62,010	63,716	60,436	5,345	5,345
<b>Night Operations</b>	1,466	1,520	1,728	1,580	1,302	111	111
<b>Day Operations</b>	50,631	48,953	60,282	62,136	59,134	5,234	5,234
<b>Night Ops % of Total Ops</b>	3%	3%	3%	2%	2%	2%	2%

**Voluntary Curfew Operations by Hour - January 2017**



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





# Memo

To: Gene Folden, Chair and Members  
From: Scott Kohut, Deputy Director  
Date: February 15, 2017  
RE: **Runway 23 Departure End Engineered Materials Arresting System (EMAS)  
– Contract Award**

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## AGENDA ITEM – IX - B

Invitation to Bid (ITB) No. 2016-BRAA-002 for the Runway 23 Departure End EMAS was advertised on Sunday, November 20, 2016. Two bids were received and opened on January 10, 2017. West Construction, Inc. headquartered in Palm Beach County, was the lowest responsive and responsible bidder with a total bid of \$2,052,822.44.

The project includes clearing, grubbing and striping, site demolition, pavement milling and removal, excavation and embankment, drainage structures and culverts, limerock base course, prime and tack coat, hot mix asphalt paving, electrical improvements, grooving, rubber and marking removal, pavement sealing, and pavement markings. Installation of an Engineered Materials Arresting System (EMAS) and concrete anchor beam will be performed by others.

Funding is available through Federal, State, and Airport funds as follows:

	FAA	FDOT	BRAA
Base Bid Schedule 1 - EMAS Civil Site Work	90%	5%	5%
Base Bid Schedule 2 - Airfield Electrical Improvement ALCMS and PAPI		80%	20%
Additive Alternate No. 1 - Runway Rubber Removal		80%	20%
Additive Alternate No. 2 - Runway Pavement Markings		80%	20%

Additive Alternate no. 3 - Pavement Sealer and Taxiway Pavement Markings		80%	20%
Additive Alternate No. 4 - 72" RCP Cleaning, Inspection and Point Repairs	90%	5%	5%
Additive Alternate No. 5 - Airfield Electrical Improvements - REILS		80%	10%
Additive Alternate No. 6 - Airfield Electrical Improvements - Displaced Threshold Lights	90%	5%	5%

Airport Management concurs with Resolution Number 02-4-17 recommending award of Base Bid Schedules 1 and 2, Additive Alternate No. 4, 5, and 6 and award of Additive Alternate No. 1, 2, and 3 contingent upon receipt of FDOT grant funds to West Construction, Inc.

**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION 02-4-17**

**A Resolution of the Boca Raton Airport Authority awarding Invitation to Bid No. 2016-BRAA-002 - Runway 23 Departure End Engineered Materials Arresting System**

**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 or about November 20, 2016, Authority issued Invitation to Bid No. 2016-BRAA-002 - Runway 23 Departure End Engineered Materials Arresting System (the "ITB") to which responses were due on January 10, 2017;

**WHEREAS**, West Construction Inc. submitted a total bid of \$2,052,822.44, and was the lowest responsive, responsible bidder to the ITB.

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 15th DAY OF FEBRUARY, 2017, AS FOLLOWS:**

1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.
2. The Authority hereby awards the contract solicited by the ITB to West Construction Inc. for the following items:

**Base Bid Schedule 1 – EMAS Site Civil Work  
Base Bid Schedule 2 – Airfield Electrical Improvements ALCMS and PAPI  
Additive Alternate No. 4 – 7" RCP Cleaning, Inspection, and Point Repairs  
Additive Alternate No. 5 – Airfield Electrical Improvements – REILs  
Additive Alternate No. 6 – Airfield Electrical Improvements – Displaces Threshold Lights**

3. The Authority hereby awards the contract solicited by the ITB to West Construction Inc., for the following items contingent upon receipt of Florida Department of Transportation funding:

**Additive Alternate No. 1 – Runway Rubber Removal  
Additive Alternate No. 2 – Runway Pavement Markings  
Additive Alternate No. 3 – Pavement Sealer and Taxiway Pavement Markings**

4. These awards are based upon and contingent upon the representations made by West Construction, Inc., in its bid. Should any of those representations be inaccurate, these awards may be rescinded. Further, these awards are subject to all terms and conditions set forth in the Invitation to Bid and all statutory requirements, as though fully set forth herein.
5. 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 02-4-17.

6. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 02-4-17.

ADOPTED by the Boca Raton Airport Authority, this 15<sup>th</sup> day of February, 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

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**Mitchell Fogel**  
Secretary & Treasurer

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**Gene Folden**  
Chair

Boca Raton Airport  
 Runway 23 Departure End EMAS Project  
 Bid No. 2016-BRAA-002, Task 42H  
 Bid Tabulation

Date: January 10, 2017

	Engineers' Estimate	West Construction	Weekley Asphalt Paving, Inc.
BASE BID SCHEDULE 1 - EMAS CIVIL SITE WORK	\$ 1,228,097.00	\$ 1,090,229.50	\$ 1,267,450.33
BASE BID SCHEDULE 2 - AIRFIELD ELECTRICAL IMPROVEMENTS - ALCMS AND PAPI	\$ 299,349.75	\$ 299,265.00	\$ 274,186.00
ADDITIVE ALTERNATE NO. 1 - RUNWAY RUBBER REMOVAL	\$ 52,500.00	\$ 11,000.00	\$ 24,000.00
ADDITIVE ALTERNATE NO. 2 - RUNWAY PAVEMENT MARKINGS	\$ 338,248.58	\$ 106,418.02	\$ 109,430.40
ADDITIVE ALTERNATE NO. 3 - PAVEMENT SEALER AND TAXIWAY PAVEMENT MARKINGS	\$ 657,345.68	\$ 353,083.92	\$ 356,535.25
ADDITIVE ALTERNATE NO. 4 - 72-INCH RCP CLEANING, INSPECTION AND POINT REPAIRS	\$ 166,598.25	\$ 85,920.00	\$ 64,800.93
ADDITIVE ALTERNATE NO. 5 - AIRFIELD ELECTRICAL IMPROVEMENTS - REILS	\$ 80,319.75	\$ 64,654.50	\$ 73,435.00
ADDITIVE ALTERNATE NO. 6 - AIRFIELD ELECTRICAL IMPROVEMENTS - DISPLACED THRESHOLD LIGHTS	\$ 64,635.38	\$ 42,251.50	\$ 50,430.00
<b>TOTAL BID AMOUNT, BASE BID SCHEDULES 1 &amp; 2 =</b>	<b>\$ 1,527,446.75</b>	<b>\$ 1,389,494.50</b>	<b>\$ 1,541,636.33</b>
<b>TOTAL BID AMOUNT, ADDITIVE ALTERNATES 1 THROUGH 6, SCHEDULES 3 THROUGH 8 =</b>	<b>\$ 1,359,647.64</b>	<b>\$ 663,327.94</b>	<b>\$ 678,631.58</b>
<b>TOTAL BID AMOUNT, BASE BID PLUS ALL ALTERNATES, SCHEDULES 1 THROUGH 8 =</b>	<b>\$ 2,887,094.39</b>	<b>\$ 2,052,822.44</b>	<b>\$ 2,220,267.91</b>



# Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: February 15, 2017

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

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## **AGENDA ITEM – IX – C**

An Amendment to Section 4.03 – Agenda and section (h) Emergency Items has been proposed. The proposed amendment attached is being submitted as a first reading.

### **Original Un-amended Language.**

#### Section 4.03 – Agenda

There shall be an official agenda for every meeting of the Board, which shall determine the order of business conducted at the meeting. The Agenda shall be in the format set forth in **Exhibit C** to these Bylaws. The Board shall take no action upon any matter, proposal, or item of business which is not listed upon the official agenda or included as an amendment to the agenda. The Board may take agenda items out of order upon motion approved by the Board.

....

#### (h) Emergency Items

In the event of an unforeseen/emergency situation (defined as strongly relevant to the safety and/or operation of the Boca Raton Airport), where an agenda item must be presented to the Board without undergoing the normal submittal and review process, the item may be added to the agenda upon approval of the Executive Director or the Board. The Board should be apprised of the issue with as much advance notice as possible preceding a scheduled Board meeting.

### **Proposed Amended Language.**

#### Section 4.03 – Agenda

There shall be an official agenda for every meeting of the Board, which shall determine the order of business conducted at the meeting. The Agenda shall be in the format set forth in **Exhibit C** to these Bylaws and shall be posted in accordance with law. The Board shall take no action upon any matter, proposal, or item of business which is not listed upon the official agenda or included as an amendment to the agenda. The Board may take agenda items out of order upon motion approved by the Board.

....

#### (h) Emergency Items

In the event of an ~~unforeseen/emergency situation~~ affecting public health, welfare, or safety where compliance with the requirements of the agenda rules provided herein would cause an unreasonable delay in the Board's ability to act ~~(defined as strongly relevant to the safety and/or operation of the Boca Raton Airport), where an agenda item must be presented to the Board without undergoing the normal submittal and review process,~~ the item may be added to the agenda upon approval of the Executive Director or the Board. ~~The Board should be apprised of the issue with a~~ As much advance notice as possible should be given for an item added to the agenda under this section and such notice should be posted to the Board's website. ~~preceding a scheduled Board meeting.~~



# Memo

To: Gene Folden, Chair and Board Members  
From: Christine Landers, Business Manager  
Date: February 15, 2017  
RE: **Corporate Identity and Community Engagement Program Update**

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## **AGENDA ITEM – IX – D**

### **Collings Foundation Wings of Freedom Tour:**

On January 27<sup>th</sup>, 2017 the Boca Raton Airport Authority, along with Signature Flight Support and the Collings Foundation, hosted approximately 600 students from Palm Beach and Broward County public and private schools, as well as many WWII Veterans.

Mayor Haynie presented a proclamation on behalf of the City of Boca Raton. Councilman Robert Weinroth was also in attendance as well as Authority Board Members.

### **New Boca Raton Airport Authority Website:**

The new website is expected to go live on February 10<sup>th</sup>. Michael Schneider with Green Integrated Marketing will present an overview of the new website.



# Memo

To: Gene Folden, Chair and Board Members

From: Robert, Abbott, Operations Coordinator

Date: February 15, 2017

RE: **Operational Impacts of Presidential Temporary Flight Restrictions**

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## **AGENDA ITEM – IX – E**

Staff will present an update on the operational impacts of Presidential Temporary Flight Restrictions.



# Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: February 15, 2017

RE: **December 20, 2017 Authority Board Meeting**

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## **AGENDA ITEM – IX – F**

The Regular Meeting of the Board is scheduled for December 20, 2017. Airport Management has confirmed with the City of Boca Raton that the Council Chambers are available on December 13, 2017 and is seeking consensus from the Board on a preferred meeting date.