

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, June 21, 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, June 21, 2017 at 6 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
CHERYL BUDD	VICE-CHAIR
MITCHELL FOGEL	SECRETARY/TREASURER
JACK FOX	BOARD MEMBER
JAMES R. NAU	BOARD MEMBER
RANDY NOBLES	BOARD MEMBER
MELVIN POLLACK	BOARD MEMBER

II. APPROVAL OF MINUTES

Consider approval of Minutes for the Regular Meeting of May 17, 2017.

III. AGENDA CHANGES

IV. ELECTION OF OFFICERS

A. Overview of Bylaws regarding Election of Officers – Amy Petrick.

B. Consider a Motion to elect Officers for the following positions for the Boca Raton Airport Authority.

- A. Chair
- B. Vice-Chair
- C. Secretary & Treasurer

V. 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.

VI. CONSENT AGENDA

VII. FEDERAL, STATE AND MUNICIPAL INPUT

VIII. FINANCIAL REPORT

- A. Presentation of the May 2017 Financial Report.

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

- B. Presentation of the Audit as prepared by the Authority's Independent Auditor, Grau and Associates, for the fiscal year ending September 30, 2016.

Consider Resolution Number 06-11-17 of the Boca Raton Airport Authority adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of Federal Awards and State Financial Assistance Projects and the Independent Auditor's Reports for the fiscal year ending September 30, 2016.

- C. Presentation of the 2017 Investment Report.

IX. TENANT REPORTS AND REQUESTS

- A. Request from Atlantic Aviation – Boca Raton, LLC for conditional approval of new signage for Lynn University.

Consider Resolution Number 06-12-17 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation – Boca Raton, LLC's request of exterior roadway signage improvements for Lynn University.

B. Civil Air Patrol Request for additional financial assistance.

C. Signature Flight Support – Special Event.

Consider Resolution Number 06-13-14 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Food for the Poor's Inc., Taste of Hope Event on November 2, 2017.

X. EXECUTIVE DIRECTOR AND STAFF REPORTS

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

B. License Agreement with Wimbledon Villas of Town Place Homeowners Association, Inc. for noise monitor installation.

Consider Resolution Number 06-14-17 of the Boca Raton Airport Authority approving a License Agreement with Wimbledon Villas of Town Place Homeowners Association, Inc. for the installation of a permanent noise monitor.

C. Status Report – Community Engagement & Corporate Identify Program.

D. Year-to-Date 2017 Business Objectives Update.

XI. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

XII. PUBLIC COMMENT

XIII. OTHER BUSINESS

XIV. MISCELLANEOUS

The next meeting is scheduled for July 19, 2017 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
May 17, 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
Jack Fox	Board Member
Randy Nobles	Board Member
Melvin Pollock	Board Member
Thomas Thayer	Board Member

COUNSEL

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

STAFF

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

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

APPROVAL OF MINUTES

A MOTION to approve the minutes of the April 26, 2017 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

Mr. Jim Costa welcomed Jack Fox to the Board and then spoke regarding the aircraft incident that occurred on May 12, 2017.

Ms. Bennett and Mr. Kohut provided details of the incident and emergency response.

Mr. Thayer also had questions regarding the incident and Mr. Kohut responded to his questions.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for April 2017.

A MOTION to approve the Financial Report for April 2017 was made by Mr. Fogel 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

Mr. Folden reported that the noise Abatement/Operation Summary for the month of April was included in the agenda package.

A discussion ensued regarding the voluntary curfew.

Mr. Kohut recommended approval of Resolution No. 05-09-17 Airfield Pavement Rejuvenator.

A MOTION to approve Resolution No. 05-09-17 of the Boca Raton Airport Authority approving the Joint Participation Agreement for Financial Project NO. 437956-1-94-01 with the State of Florida Department of Transportation for Airfield Pavement Rejuvenator was made by Mr. Pollack and seconded by Mr. Nobles. The Motion carried unanimously.

Ms. Bennett presented amendments to the BRAA Bylaws for adoption on Second Reading.

A MOTION to approve Resolution No. 05-10-17 of the Boca Raton Airport Authority adopting amended Boca Raton Airport Authority Bylaws was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Bryan gave an update on the Customs and Border Protection Facility and EMAS projects currently underway.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Fox stated it is his pleasure to service on the Authority Board.

Mr. Nobles inquired about additional Bylaws amendments that may come in the future. Mr. Diffenderfer stated the changes are all Member driven. Ms. Budd asked the Chair if he anticipated any additional changes to the Bylaws in the future. Mr. Folden replied that none were contemplated at this time.

Mr. Fogel complimented Ms. Camilo on her work.

Ms. Budd asked for confirmation that Mr. Fogel reviews all legal Invoices every month. Mr. Fogel confirmed.

Ms. Budd also asked about how the Tower determines the wind speed. Ms. Bennett advised there is automated weather equipment that collects the data reported by the Controllers.

Mr. Pollack welcomed Mr. Fox.

Mr. Pollack asked where we currently stand on the Drug and Alcohol Policy. Mr. Folden advised that he is working with legal counsel on the policy.

Mr. Thayer spoke regarding the Sunshine Law.

Mr. Thayer mentioned that America First was hosting a Military Tribute Dinner and past Board Member Bill Schwartz will be a speaker.

PUBLIC INPUT

Mr. Neil Hayne commented on the meeting.

Mr. Jim Costa advised the Board that they will be having a Veteran's Day program this year.

OTHER BUSINESS

No other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, June 21, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 7:09 p.m.

Gene Folden, Chair

Date



Memo

To: Gene Folden, Chair and Board Members
From: Ariadna Camilo, Finance and Administration Manager
Date: June 21, 2017
RE: **Financial Report – May 2017**

AGENDA ITEM – VIII – A

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

Total Operating Revenues as of May 31, 2017 were \$2,422,652, an increase of \$123,234 or 5.4% to budget. This increase in revenue year to date is attributable to increased Fuel Flowage revenue.

Total Non-Operating Revenues as of May 31, 2017 were \$467,806.

Total Operating Expenses as of May 31, 2017 were \$1,401,886 a decrease of \$312,438 or 18.2% compared to budget. Significant variances in expenses compared to budget for the eight months ending May 31, 2017 are as follows:

- Personnel Expenses are down \$98,214 or 14.1% to budget.
- Professional Services expenditures are down \$106,466 or 45.4% to budget, primarily due to expenses being lower than anticipated.
- Legal Services year to date are as follows:

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
GENERAL	\$ 8,907	\$ 14,542	\$ 15,521	\$ 24,835	\$ 10,155	\$ 15,945	\$ 16,402	\$ 5,507	\$ 111,812
PROJECTS	\$ 250	\$ 257	\$ 125	\$ 1,275	\$ 1,826	\$ -	\$ 390	\$ 780	\$ 4,903

Total Non-Operating Expenses as of May 31, 2017 were \$4,085,990. 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 \$4,085,990 in Non-Operating Expenses, \$4,902 were attributable to project-related legal fees, while \$46,905 were attributable to Capital Outlay purchases of airfield and information systems equipment.



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

Summary Results

	FY 2017 Annual Budget	FY 2017 May Actual	FY 2017 May Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 3,449,127	\$ 2,422,652	\$ 2,299,418	\$ 123,234	5.4%
Operating Expenses	\$ 2,571,487	\$ 1,401,886	\$ 1,714,325	\$ (312,438)	-18.2%
Operating Income/(Loss) before depreciation	\$ 877,640	\$ 1,020,766	\$ 585,094	\$ 435,672	74.5%
Depreciation	\$ 1,327,849	\$ 885,233	\$ 885,233	\$ -	0.0%
Net Income/(Loss)	\$ (450,209)	\$ 135,533	\$ (300,139)	\$ 435,672	-145.2%
Non-Operating Revenues	\$ 9,207,633	\$ 467,806			
Change in Net Assets	\$ 10,085,273	\$ 1,488,571			



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

Revenue Summary

	FY 2017 Annual Budget	FY 2017 May Actual	FY 2017 May Budget	Variance FY 2017 Actual vs. Budget	
				Dollars	Percent
Rent Revenues	\$ 2,840,927	\$ 1,905,621	\$ 1,893,951	\$ 11,669	0.6%
Fuel Flowage Fees	\$ 425,000	\$ 439,406	\$ 283,333	\$ 156,072	55.1%
Interest Income	\$ 58,500	\$ 36,681	\$ 39,000	\$ (2,319)	-5.9%
Customs Facility Revenue	\$ 36,000	\$ -	\$ 24,000	\$ (24,000)	-100.0%
Other Revenues	\$ 88,700	\$ 40,945	\$ 59,133	\$ (18,188)	-30.8%
Total Operating Revenues	\$ 3,449,127	\$ 2,422,652	\$ 2,299,418	\$ 123,234	5.4%
FDOT Grants	\$ 2,487,633	\$ 375,103			
FAA Grants	\$ 6,720,000	\$ 92,702			
Total Non-Operating Revenues	\$ 9,207,633	\$ 467,806			



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

Expense Summary

	FY 2017 Annual Budget	FY 2017 May Actual	FY 2017 May Budget	Variance	
				FY 2017 Actual vs. Budget Dollars	Percent
Personnel Expenses	\$ 1,046,654	\$ 599,555	\$ 697,769	\$ (98,214)	-14.1%
Professional Services	\$ 352,000	\$ 128,201	\$ 234,667	\$ (106,466)	-45.4%
Operating Expenses	\$ 239,339	\$ 161,356	\$ 159,559	\$ 1,796	1.1%
Airport Operations	\$ 461,691	\$ 277,566	\$ 307,794	\$ (30,228)	-9.8%
Insurance Expense	\$ 181,711	\$ 92,424	\$ 121,141	\$ (28,716)	-23.7%
ATCT Facility	\$ 51,432	\$ 34,011	\$ 34,288	\$ (277)	-0.8%
Customs Facility	\$ 77,808	\$ 100	\$ 51,872	\$ (51,772)	-99.8%
Marketing & Special Events	\$ 160,852	\$ 108,673	\$ 107,235	\$ 1,438	1.3%
Total Operating Expenses	\$ 2,571,487	\$ 1,401,886	\$ 1,714,325	\$ (312,438)	-18.2%
Capital Outlay	\$ 200,500	\$ 46,905			
Capital Improvement Program	\$ 10,109,541	\$ 4,039,085			
Total Non-Operating Expenses	\$ 10,310,041	\$ 4,085,990			



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

Summary Results

ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 431,961	
Receivables	\$ 108,451	
Due From Other Governments	\$ 1,456,776	
Money Markets	\$ 483,201	
Certificates of Deposit	\$ 3,598,711	
Certificates of Deposit, Restricted	\$ 181,481	
Other Assets	\$ 138,560	
Total Current Assets	\$ 6,399,140	
Non-Current Assets		
Rent Receivable	\$ 494,644	
Capital Assets		
Land	\$ 1,791,886	
Avigation Easements	\$ 4,835,961	
Project in Progress	\$ 16,465,309	
Buildings	\$ 2,854,224	
Land Procurement	\$ 955,070	
Leasehold Improvements	\$ 8,220,981	
Furniture, Fixtures, and Equipment	\$ 2,692,130	
Infrastructure	\$ 13,646,351	
Less Accumulated Depreciation	\$ (17,915,948)	
Total Non-Current Assets	\$ 34,040,609	
Total Assets	\$ 40,439,749	
LIABILITIES AND CAPITAL		
Current Liabilities		
Accounts Payable	\$ 375,962	
Due to Other Governments	\$ 649,700	
Compensated Absences, short-term	\$ 19,348	
Deferred Rent Income	\$ 145,100	
Total Current Liabilities	\$ 1,190,110	
Non-Current Liabilities		
Security Deposits	\$ 167,879	
Compensated Absences, long-term	\$ -	
Total Non-Current Liabilities	\$ 167,879	
Total Liabilities	\$ 1,357,989	
Capital		
Florida Operations Trust Fund	\$ 267,950	
Retained Earnings	\$ 31,463,161	
Contributed Capital - Federal	\$ 317,029	
Contributed Capital - State	\$ 6,430,281	
Net Income	\$ 603,339	
Total Capital	\$ 39,081,760	
Total Liabilities & Capital	\$ 40,439,749	



Memo

To: Gene Folden, Chair and Board Members
From: Clara Bennett, Executive Director
Date: June 21, 2017
RE: **Boca Raton Airport Authority External Audit**

AGENDA ITEM – VIII – B

The Authority's External Auditors, Grau & Associates have prepared the Financial Reports for the Fiscal Year ending September 30, 2016. The draft report contains no findings.

On behalf of Airport Management and the Secretary/Treasurer, we recommend approval of Resolution Number 06-11-17 adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of Federal Awards and State Financial Assistance Projects, and the Independent Auditor's Reports for the Fiscal Year ending September 30, 2016.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 06-11-17

A Resolution of the Boca Raton Airport Authority adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of Federal Awards and State Financial Assistance Projects, and the Independent Auditor's Reports for the Fiscal Year ending September 30, 2016

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;

WHEREAS, the Authority has prepared the Financial Statements for the Fiscal Year ending September 30, 2016;

WHEREAS, the Authority's Independent Auditor, Grau & Associates (the "Independent Auditor"), has reviewed the Financial Statements and prepared an Auditor's Report in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States;

WHEREAS, the Independent Auditor performed these audits to obtain reasonable assurance about whether the Financial Statements are free of material misstatements; and

WHEREAS, the Authority's financial statements referred to and herein set forth, present fairly, in all material respects, the financial position of the Boca Raton Airport Authority as of September 30, 2016.

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 21st DAY OF JUNE 2017, AS FOLLOWS:

1. The foregoing recitals are true and correct and set forth the legislative intent of the Resolution.
2. In accordance with Government Auditing Standards, the Authority hereby adopts the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of Federal Awards and State Financial Assistance Projects, and the Independent Auditor's Reports for the Fiscal Year ending September 30, 2016, a copy of which is attached hereto as "Exhibit A".
3. The Executive Director, with assistance from Airport Legal Counsel, is hereby authorized to do all things necessary to effectuate the intent of this Resolution Number 06-11-17.
4. The Chair or Vice-Chair of the Boca Raton Airport Authority is hereby authorized to execute Resolution Number 06-11-17.
5. Resolution Number 06-11-17 shall take effect upon adoption.

ADOPTED by the Boca Raton Airport Authority, this 21st day of June 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

Secretary & Treasurer

Chair



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

2700 North Military Trail - Suite 350
Boca Raton, Florida 33431
(561) 994-9299 - (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

June 12, 2017

To the Members of the Authority
Boca Raton Airport Authority
Boca Raton, Florida

We have audited the basic financial statements of the Boca Raton Airport Authority, Boca Raton, Florida ("Authority") as of and for the fiscal year ended September 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 1, 2014. Professional standards also require that we communicate to you the following information related to our audit. We have also examined the Authority's compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2016 which was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended September 30, 2016. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the useful lives of capital assets is based on information obtained from the experience of other governments as adapted for differences in application and environment. We evaluated the key factors and assumptions used to develop the estimate of the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 12, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Boca Raton Airport Authority, Boca Raton, Florida, management, and the Members of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Grau & Associates



Memo

To: Gene Folden, Chair and Board Members
From: Ariadna Camilo, Finance and Administration Manager
Date: June 21, 2017
RE: **2017 Investment Report**

AGENDA ITEM – VIII – C

Airport Management will report on the Authority's 2017 Investment Report pursuant to the Authority's Accounting Policy and Procedure Manual regarding investments, as governed by Section 218.415, Florida Statutes.

BOCA RATON AIRPORT AUTHORITY

INVESTMENT REPORT



 BOCA RATON
AIRPORT

FISCAL YEAR
2017



TABLE OF
CONTENTS

- 1** About the Boca Raton
Airport Authority
 - 2** Understanding Our
Investment Policy
 - 3** 2017 Investment
Highlights
 - 5** Investment Schedule
 - 6** Unrestricted Net
Asset Balance
 - 7** Looking Ahead
 - 7** Investment Report
Presentation
-



SECTION ONE:

ABOUT THE BOCA RATON AIRPORT AUTHORITY

The Boca Raton Airport is publicly-owned by the State of Florida and is designated as a general aviation transport facility, serving the corporate, recreational, and flight training needs of the region. It is located on 220 acres in Boca Raton off of I-95 between Spanish River Boulevard and Glades Road. The Airport's one runway 5/23 is 6,276 feet long and 150 feet wide.

The Airport is operated by the Boca Raton Airport Authority, a seven-member Board established by the Florida Legislature as an Independent Special District of the State of Florida. Five members are appointed by the Boca Raton City Council and two are appointed by the Palm Beach County Commission. Each Board member serves a term of two years.

The Airport Authority was established in order to operate, maintain, and develop the Boca Raton Airport in a safe, professional manner; enhance services and facilities available to the Airport's tenants and users; improve the Airport's relationship with the surrounding community; eliminate financial subsidies by local taxpayers and the Board of Trustees; and limit the potential for operational liability by the State and the local community.

In October 2011, the Airport Authority developed a Strategic Business Plan that identified the Airport's mission to be a world class Public Use General Aviation facility that benefits our growing business and regional communities.

THE AIRPORT'S STRATEGIC GOALS ARE TO:

1. Strengthen Community Relations
2. Mitigate Noise Impacts
3. Enhance Financial Performance
4. Effectively Operate in a Changing Government Environment
5. Explore Land Opportunities

The Airport Authority sustains the Airport's operations by generating revenue from land leases and fuel fees. Operating surpluses are reinvested in infrastructure improvements included in the Airport Capital Improvement

Program and used to match FAA Airport Improvement Program and Florida Department of Transportation Aviation Work Program grants.



SECTION TWO:

UNDERSTANDING OUR INVESTMENT POLICY

The Boca Raton Airport Authority's Accounting Policy and Procedure Manual dictates that Authority funds should be properly invested to safeguard against physical loss or misuse. Invested funds are funds not presently needed for airport operations or capital projects.

The Authority's investment policy mirrors Florida Statute, Section 218.415(17), which states that units of local government may invest or reinvest any public funds in their control or possession in:

- The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969, as provided in s. [163.01](#).
 - Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
 - Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. [280.02](#).
 - Direct obligations of the U.S. Treasury.
-

Further, the Authority has established keen objectives with regard to its investment strategy:

- **Safety** – The primary objective of the Authority's investment activities is the protection of investment capital.
 - **Liquidity** – The Authority's investment strategy will provide sufficient liquidity such that cash flow requirements are met through the utilization of investments with structured maturities.
 - **Investment Income** – The Authority will strive to maximize the return on the portfolio while minimizing investment risk.
-

Management is responsible for ensuring proper compliance with both Florida Statutes and the established investment strategy. The Authority's compliance with the requirements of Florida Statute, Section 218.415 is

examined by the Independent Auditor and any opinion on the Authority's compliance is reported to the Board in conjunction with the Annual Financial Audit Report.

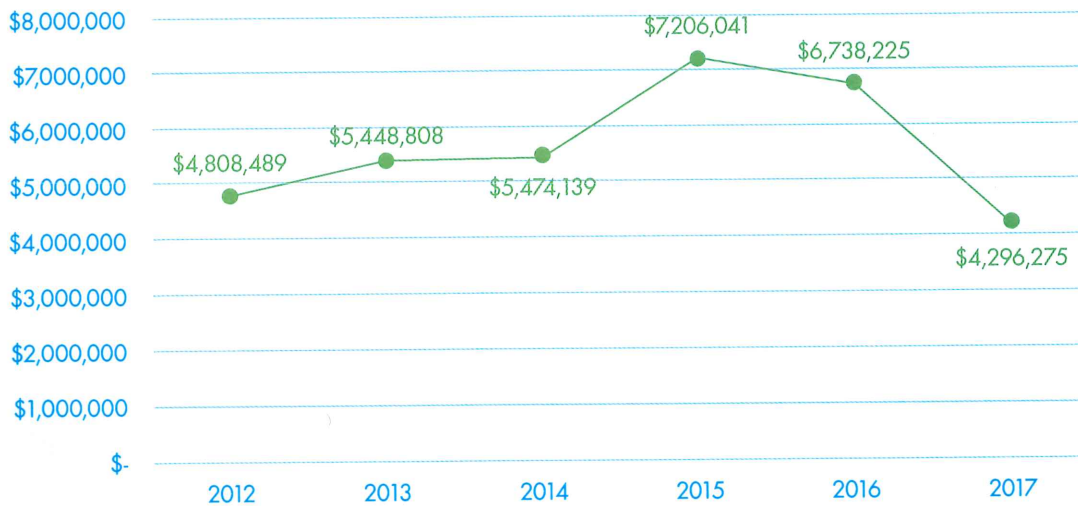
SECTION THREE:

2017 INVESTMENT HIGHLIGHTS

As of May 31, 2017, the Airport's invested funds total \$4,296,275, a decrease of 36% over prior year. This decrease in surplus funds is consistent with the Fiscal Year 2017 Operating, Capital Outlay, and Capital Improvement Plan Budgets, and is directly attributable to the Airport's matching share of the U.S. Customs Facility and EMAS projects currently underway. While the Airport's fund balance is anticipated to fluctuate as the year progresses, a \$1.5 million increase is

expected by year end. Of the \$4,296,275 in invested funds, \$184,202 are restricted funds, held as security deposits for the Premier Aviation and City Furniture leaseholds. Hence the total invested funds balance available for the Airport's operational and capital needs is \$4,112,074.

BRAA INVESTED FUNDS



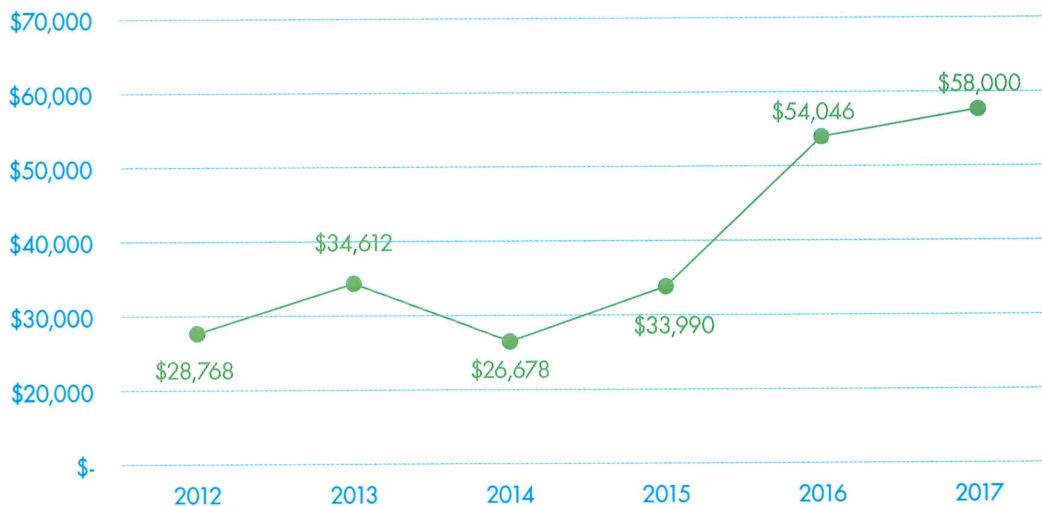
SECTION THREE: 2017 INVESTMENT HIGHLIGHTS

The Airport's funds are invested in Certificates of Deposit (C.D.), the Certificate of Deposit Account Registry Service (CDARS), Insured Cash Sweep (ICS), and Money Market Accounts at various Qualified Public Depositories. These funds are 100% protected in a combination of coverage provided by the Federal Deposit Insurance Corporation and Florida's Public Deposits Program.

As of May 31, 2017, approximately 89% of Airport funds are invested in Certificates of Deposit, while the remaining 11% are invested in Money Market Accounts and ICS. No funds are currently invested in the Certificate of Deposit Account Registry Service (CDARS). The Airport's investments are yielding an

average annual rate of return of 1.1%, a minor increase over prior year. Consequently, interest income is \$36,681 year-to-date, a decrease of 5.9% to budget. Based on the current investments schedule, interest income is projected to be \$58,000 for Fiscal Year 2017, an increase of \$3,954 over prior year. This modest increase in interest income is attributable to ongoing cash flow analysis, diligent efforts to procure competitive rates of return, and a continued commitment by management to maximize the return on the Airport's portfolio while minimizing investment risk and meeting ongoing capital improvement goals.

INTEREST INCOME



SECTION THREE:

INVESTMENT SCHEDULE

BOCA RATON AIRPORT AUTHORITY INVESTMENT SCHEDULE - May 31, 2017 (Unaudited)

CITIBANK - MONEY MARKET

TERM	MATURITY DATE	APY	CURRENT BALANCE
Liquid	-	0.40%	\$ 802

FLAGLER BANK - MONEY MARKET

TERM	MATURITY DATE	APY	CURRENT BALANCE
Liquid	-	0.70%	\$ 317

STONEGATE BANK - ICS

TERM	MATURITY DATE	APY	CURRENT BALANCE
Liquid	-	0.90%	\$ 482,082

EVERBANK - CD

TERM	MATURITY DATE	APY	CURRENT BALANCE
18 Months	3/19/2018	1.20%	\$ 1,052,848

CITI NATIONAL BANK - CD

TERM	MATURITY DATE	APY	CURRENT BALANCE
10 Months	1/16/2018	1.00%	\$ 2,576,025

EVERBANK - CITY FURNITURE RESTRICTED CD SECURITY DEPOSIT

TERM	MATURITY DATE	APY	CURRENT BALANCE
3 Years	6/22/2019	1.22%	\$ 113,694

EVERBANK BANK - PREMIER RESTRICTED CD SECURITY DEPOSIT

TERM	MATURITY DATE	APY	CURRENT BALANCE
5 Years	3/19/2020	2.23%	\$ 70,507

CASH EQUIVALENTS \$ 483,201

UNRESTRICTED CDS \$ 3,628,873

RESTRICTED CDS \$ 184,202

TOTAL INVESTED FUNDS \$ 4,296,275

SECTION FOUR:

UNRESTRICTED NET ASSET BALANCE

In accordance with the Authority's emergency reserves policy, sound financial management principles require that sufficient funds be retained by the Authority to provide a stable financial base at all times. In order to retain this stable financial base, the Authority is committed to maintaining a surplus fund balance sufficient to provide financial resources for unanticipated expenditures and/or revenue shortfalls of an emergency nature. As such, the unrestricted net asset balance, or

the difference between current assets and current liabilities, shall not fall below 75% of budgeted operating expenses, including depreciation. For Fiscal Year 2017, the required 75% of budgeted operating expenses including depreciation is equal to \$2,924,502. The Airport has also committed to capital outlays of \$200,500 for the overall enhancement of airfield management and response capabilities.

In addition, the Airport has established a robust Capital Improvement Plan consisting of:

- Customs and Border Protection Facility
- Runway 5 End Engineered Materials Arresting System Construction
- Security Enhancements
- Access Road Development
- Electrical Vault, Airfield Signage, and Airfield Lighting Improvements
- Safety Management System

The Authority's share of funds committed to the Airport's Capital Improvement Plan for Fiscal Year 2017 is \$901,908.

while the current commitments to operating expenses, capital outlay, and the capital improvement plan total \$4,026,910, including depreciation.

As of May 31, 2017, the Authority's unrestricted net asset balance is \$5,535,795,

BOCA RATON AIRPORT AUTHORITY UNRESTRICTED NET ASSET BALANCE May 31, 2017 (Unaudited)

ASSETS	
Current Assets	\$ 6,399,140
Rent Receivable	\$ 494,644
Total Current and Other Assets	\$ 6,893,784
LIABILITIES	
Current Liabilities	\$ 1,190,110
Non-Current Liabilities	\$ 167,879
Total Liabilities	\$ 1,357,989
TOTAL UNRESTRICTED NET ASSETS	\$ 5,535,795



SECTION FIVE:

LOOKING AHEAD

With the use of a financial forecasting model, Airport management is able to closely monitor fund balances. Based on the approved Fiscal Year 2017 Operating, Capital Outlay, and Capital Improvement Plan Budgets, the Airport's invested funds balance is expected to continue to fluctuate and increase by approximately \$1.5 million by the end of Fiscal Year 2017. The variations in the projected Airport invested funds is directly

attributable to the Airport's matching share of the U.S. Customs and Border Protection Facility and the mandated EMAS project currently underway. As Airport management develops the Fiscal Year 2018 Operating, Capital Outlay, and Capital Improvement Plan Budgets, it will continue to analyze Airport fund balances and ensure sufficient liquidity to meet future commitments.

INVESTMENT REPORT PRESENTATION

On behalf of the Secretary/Treasurer and Airport Management, I respectfully present the Fiscal Year 2017 Investment Report to the Airport Authority.

Clara Bennett
EXECUTIVE DIRECTOR

JUNE 21, 2017



Memo

To: Gene Folden, Chair and Board Members

From: Jose Blanco, Operations Coordinator

Date: June 21, 2017

RE: **Atlantic Aviation – Lynn University – Conditional Approval Request for Roadway Signage Improvements**

AGENDA ITEM – IX - A

Airport Management has received a request from Atlantic Aviation – Boca Raton, LLC for improvements to Lynn University's monument sign along Airport Road. Improvements include styling and wording. The new sign will be in the same location of the current sign and will be the same dimension.

In accordance with the Authority's Sign Standards, this request is considered conditional. BRAA approval provides Atlantic Aviation a ninety (90) day period to apply for applicable permits from the City of Boca Raton. Once Atlantic Aviation has obtained the required permits from the City, they must request final approval from the Authority.

Airport Management recommends approval of Resolution Number 06-12-17 of the Boca Raton Airport Authority authorizing conditional approval to Atlantic Aviation – Boca Raton, LLC, for permanent, exterior roadway signage improvements for Lynn University.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 06-12-17

A Resolution of the Boca Raton Airport Authority conditionally approving Atlantic Aviation – Boca Raton, LLC’s request for approval of exterior roadway signage improvements for Lynn University

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 (collectively with all amendments, 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 for its approval of new signage improvements for Lynn University (the “Request”), which is attached as **Exhibit A**, and pursuant to the Boca Raton Airport Sign Standards (the “Sign Standards”) the Authority desires to conditionally approve the Request, subject to compliance with the requirements of the Sign Standards (the “Conditions”).

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 21th DAY OF JUNE 2017, 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 compliance with the Conditions.**
- 3. The Authority is directed to provide Atlantic with a certified copy of this Resolution Number 06-12-17 after approval and execution**
- 4. The Authority hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary and prudent to effectuate the intent of this Resolution Number 06-12-17.**
- 5. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 06-12-17.**

ADOPTED by the Boca Raton Airport Authority, this 21th day of June 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY

Mitchell Fogel
Secretary & Treasurer

Gene Folden
Chair

XXXXXX

Letter of Request for Approval of Tenant Sign Change

06/01/2017

Clara Bennett, Executive Director

Boca Raton Airport Authority

903 NW 35th Street

Boca Raton Florida 33431

Clara,

I would like to formally request approval for one of our base tenants to change their streetside sign. Lynn University School of Aeronautics is now the College of Aeronautics. The sign change would reflect this change in names. The sign will be the same size and will be in the same location.

Thank you for consideration on behalf of our tenant 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

ATLANTIC
BETTER... NOT JUST BIGGER

Project Name: Monument Sign - Airport



For Internal Use
WIP File Name: LYNN

Revise & Resubmit Production MGR Approval

Approved Production Approval

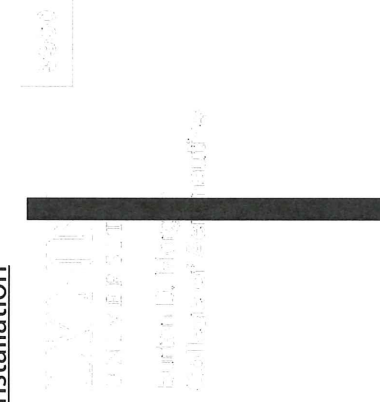
Notes & Specifications

- 1 EPS Foam Sign with double hard coat - smooth finish
- 2 PVC letters mounted on the sign - painted on custom Lynn color
- 3 Dimensions: 96"x48"
- 4 Installed with 5"x5" square aluminum post

Back - South View



Installation



Customer: Lynn University
3601 N. Military Trail
Address: Boca Raton, FL 33431
Install Address: TBC

Contact: Marlynda Comiskey
Date: 2017.05.19
Revision: 2nd Draft

Project Manager:
Mikel

APPROVED, NO CHANGES REQUIRED
Customer Signature _____ Date _____

1021 S. Rogers Circle, # 12
Boca Raton, FL 33487
561 270 6919
www.sign-partners.com





Memo

To: Gene Folden, Chair and Board Members

From: Robert Abbott, Operations Coordinator

Date: June 21, 2017

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

AGENDA ITEM – IX-B

On April 26th, 2017, the Airport Authority approved a request from the Civil Air Patrol for financial assistance needed to lease a second hangar at an annual cost of \$7,590, which brought the Authority's total annual support of the Civil Air Patrol to \$12,878.76.

On May 10th, 2017 Airport Management received an additional request from the Civil Air Patrol for added financial assistance in the amount \$2,012, which would bring the total amount of reimbursement for the hangar lease to \$9,602, and total annual support of the Civil Air Patrol to \$14,890.76.

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



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



9 Jun 2017

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

Dear Mr. Abbott,

Per our conversation, I have spoken with Mr. Fairman, Jr. and he stated that hangar #51 is now available at \$783.50 per month. This would be a total request of \$9,602 to cover the initial payment of \$1,767.00 (First, Last, and Security) and then \$7,835.00 (\$783.50 X 10) to cover the remaining payments. This is different than the amount posted on their website and therefore different than the amount I initially requested which was approved by the board in April. Please let me know if you'd like me to resubmit my request and/or re-present it to the board.

I was also able to work with legal at our headquarters at Maxwell AFB and received an exception to leasing real property from a private civilian entity. The legal department requested several changes to the lease which are incorporated into the attached lease. I just wanted to confirm that Mr. Fairman was agreeable to those changes.

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

Very Sincerely,

A handwritten signature in black ink, appearing to read "M. Harding".

MICHAEL T. HARDING, Lt Colonel, CAP
Commander

Attachments:
1. BAO Lease



Memo

To: Gene Folden, Chair and Board Members

From: Robert Abbott, Operations Coordinator

Date: June 21, 2017

RE: **Signature Flight Support – Taste of Hope Event**

AGENDA ITEM – IX-C

Airport Management has received a request from Signature Flight Support on behalf of Food for the Poor Inc. to hold a “Taste of Hope” special event on November 2, 2017 on their leasehold, with approximately 300 people in attendance. This will be a private invitation only fundraising event.

Airport Management will work with Signature Flight Support to ensure that safety and security plans for the event are adequate and that all vendors meet the Authority’s insurance requirements.

Airport Management recommends Resolution Number 06-13-17 of the Boca Raton Airport Authority authorizing conditional approval for Signature Flight Support to host a Special Event on their leasehold on November 2, 2017 for Food for the Poor’s “Taste of Hope” Special Event 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 06-13-17

A Resolution of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Food For The Poor's Inc. Taste of Hope Event on November 2, 2017.

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 has received a letter from Signature (the "Request") requesting permission of the Authority to host Food For The Poor's Inc. Taste of Hope special event (the "Event") at the Airport November 2, 2017;

WHEREAS, the fundraising Event will help raise funds that will be used to continue Food For The Poor's mission of providing food, housing, emergency relief and much more to the poorest of the poor; 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 21th DAY OF JUNE 2017, 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 06-13-17**
- 5. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 06-13-17.**

ADOPTED by the Boca Raton Airport Authority, this 21ST day of June 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

Secretary & Treasurer

Chair



Signature Flight Support - BCT
3300 Airport Road
Boca Raton, FL 33431
T +1 561 955 9556
F +1 561 347 2181

June 7, 2017

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

Dear Clara,

Signature Flight Support would like host the Food For The Poor, Inc. – Taste of Hope Event on 2 November 2017. We kindly request to be placed on the June Agenda to seek approval from the Boca Raton Airport Authority Board.

This fundraising event will be a private invitation event but also open to the Airport Authority Board Members and Staff. The event will be held in Hangar 1 and will include guests and various vendors. Attached with this request is also a brief overview from Food for the Poor, Inc.

Signature Flight Support and Food for the Poor, Inc. will provide you a Security & Safety Plan along with the appropriate insurance certificates 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, appearing to read "Garry Madolid".

Garry Madolid
Station Manager
Signature Flight Support



SignatureFlight.com

Taste of Hope Event Proposal

Thursday, November 2, 2017 - Boca Raton, FL

Event Purpose: To fundraise and raise awareness of Food For The Poor's villages in Haiti by building a farm for a village, complete with agriculture, fruit trees, and animal husbandry.

Fundraising Goal: \$100,000 net

Event Location: Signature Flight Support hangar at Boca Raton Airport

Event Date: Thursday, November 2, 2017

Expected Attendance: 300 guests

Event Format: Culinary Showcase of 20-25 booths sponsored by area restaurants. Food is donated by the food establishment and their own staff works and stocks each booth, and 3-4 beverage booths from bars and alcohol distributors with "signature cocktails" from each booth (also complimentary). Cocktail party format with high and low cocktail rounds and lounge seating.



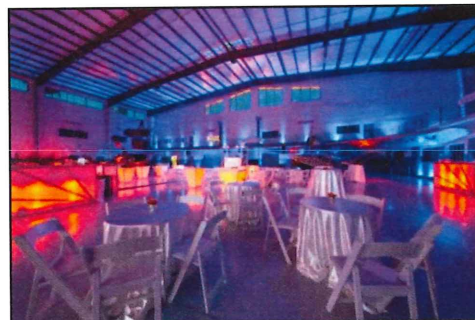
Local Impact: Food For The Poor are active members of the Boca Raton Chamber of Commerce and have brought a wonderful impact to the local community through Join The Pack, a two-day food packing event that Boca and other area residents have participated in for the last two years. Locally, Food For The Poor has supported the needs of the community through The Palm Beach County Food Bank, The Center For Family Services, The Lord's Place, New Hope Charities, Women in Distress and The Salvation Army to name a few. Food For The Poor

Target Ticket Price: \$100 per guest based on other similar area events (general admission 6:00-9:00 pm); \$200 for VIP access (includes early admission at 5:00 pm, autographed cookbook, VIP lounge access, and chef meet and greets)

Entertainment: DJ with accompanying live saxophonist

Logistical Support from Food For The Poor:

- Special Events Department at Food For The Poor will handle all planning, vendor coordination and payment, day-of execution, and breakdown/clean up. Only insured vendors will be hired.
- Hired valet and security to ensure airport and Signature Flight policies and restrictions are strictly adhered to throughout the event.
- Food safety and alcohol service permits will be obtained by Food For The Poor. Any on-site food preparation will be in full compliance with provided stipulations.
- Fire Marshall inspection and police parking assistance coordinated in compliance with City of Boca Raton regulations (no road closures are expected).
- All permits are ready for submission upon approval of this event.



Results Desired: To raise \$100,000 to fund sustainable livelihood projects in Haiti, including farming and agriculture, animal husbandry, bee farming, and orchards.



Local Impact of Food For The Poor

In conjunction with our request to utilize the hangar of Signature Flight Support at Boca Raton Regional Airport on Thursday, November 2, 2017 for a private fundraising event for Food For The Poor, we are sharing some local impact of this organization to the Boca Raton Community to support our desire to host this event here.

- Boca Raton Chamber of Commerce Members
- Hosted the Food For The Poor signature event, the Building Hope Gala, in Boca Raton for 23 consecutive years at various local venues, including but not limited to the Boca Raton Resort & Club, Royal Palm Yacht & Country Club, Boca West Country Club, and Broken Sound Country Club. We work hard to contract vendors who are registered Boca Raton businesses for this and other events to keep our dollars local.
- Food For The Poor locally supports many regional non-profit organizations through a myriad of ways, often when we have donated goods that will not be appropriate to ship for the countries we serve. This usually is because of upcoming expiration dates or nature of the goods, but there can be many factors. In the past, we have been able to donate pallets of soy milk to the Palm Beach County food bank, cleaning and hygiene supplies as well as some food items to the Lord's Place, pallets of juice to Women in Distress, a tractor-trailer load of cleaning and hygiene supplies to New Hope Charities and emergency food relief to the Salvation Army when their cupboards were bare.
- We recently partnered with Advent Lutheran Church and School in Boca Raton to host the 2nd annual Join The Pack community food packing event, where we assembled 125,000 meals in two days to ship to Haiti. This event provided valuable community involvement with groups of friends, co-workers, churches, and schools to come together for a common cause.
- Food For The Poor has impacted local businesses through fundraiser events at their stores, such as Kendra Scott in Mizner Park, to partner for various events that entice our donors to shop at their locations.
- We have a loyal donor base in Boca Raton who continues to support our events year after year. These donors form our event committees and attendees, and are thrilled at the prospect of utilizing a gem of their community, the Boca Raton Regional Airport, to host this budding event.

Thank you for your consideration and we look forward to a swift confirmation so we may begin our event promotions.



6401 LYONS ROAD, COCONUT CREEK, FL 33073 • 888-404-4248 • WWW.FOODFORTHEPOOR.ORG/TASTEBOCA



Memo

To: Gene Folden, Chair and Authority Members

From: Jose Blanco, Operations Coordinator

Date: June 21, 2017

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

AGENDA ITEM – X- A

Airport Management provides an overview of the Noise Abatement/Operations Summary for the month of May. 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 May there were 5,770 operations reported by the Tower, which is fifteen percent (15%) more than the operations reported in May 2016.

There was one (1) noise related call received on the Airport Authority Noise Hotline during the month of May.

Deliveries of Jet A fuel to the airport during the month of May were twelve percent (12%) more than May of the previous year. Av Gas deliveries during the month of May were one hundred and twelve percent (112%) more than May of the previous year.

BOCA RATON AIRPORT AUTHORITY

OPERATIONS AND NOISE ABATEMENT REPORT



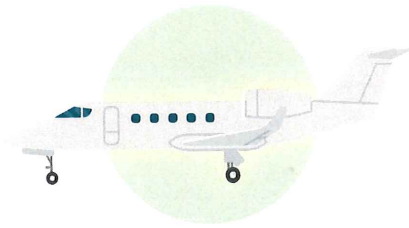
MAY
2017

MAY 2017

OPERATIONS REPORT



35%
TRAINING

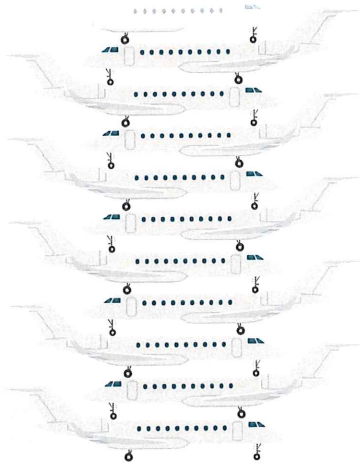


32%
IFR



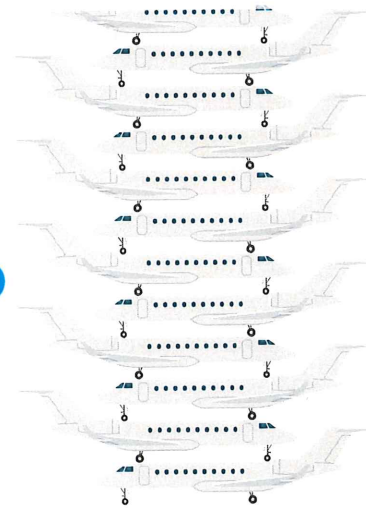
33%
VFR

OPERATIONS BREAKDOWN



5,039
MAY 2016

+13%



5,770
MAY 2017

TOWER OPERATIONS

1 PLANE = 500 OPERATIONS

MAY 2017

OPERATIONS REPORT



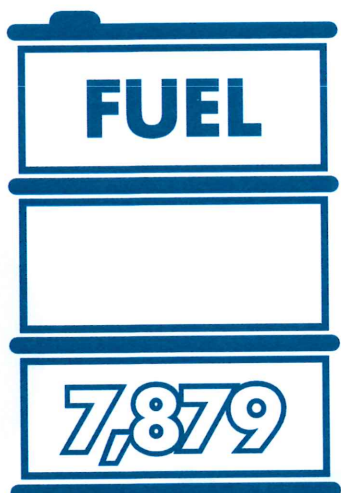
GALLONS
MAY 2016

+ 12%



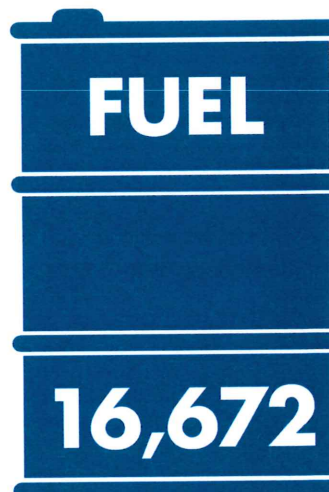
GALLONS
MAY 2017

JET A FUEL REPORT



GALLONS
MAY 2016

+ 112%



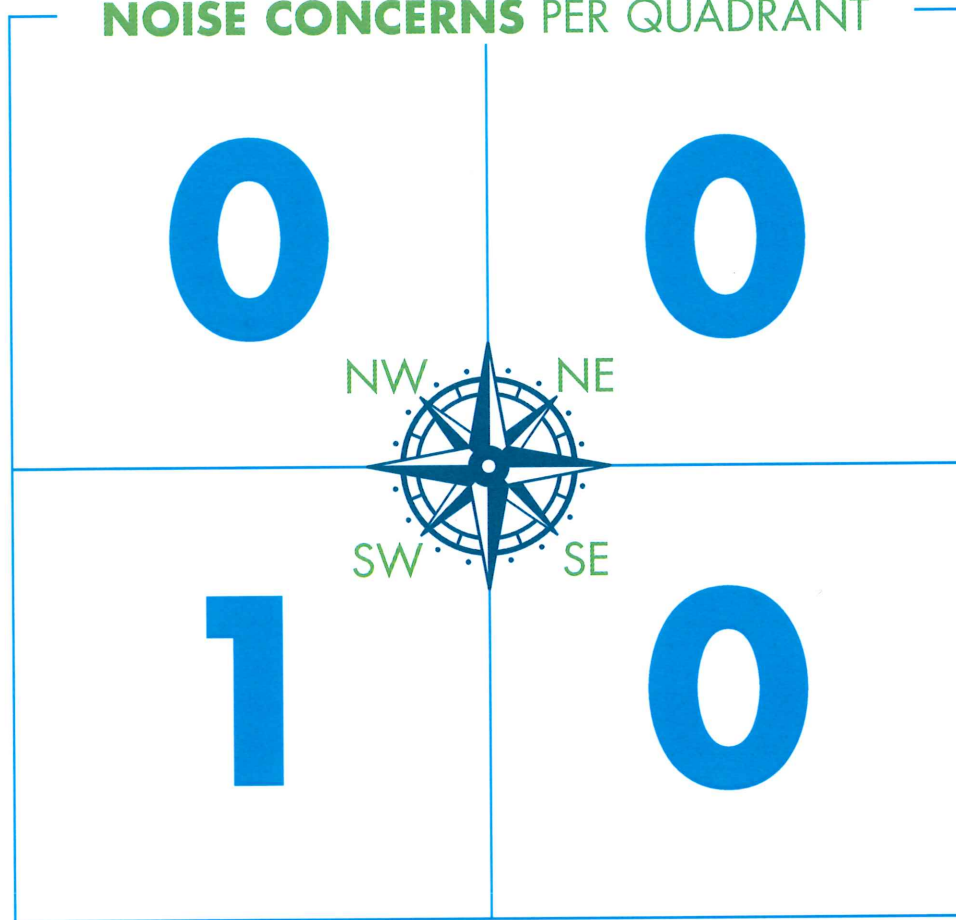
GALLONS
MAY 2017

AV GAS FUEL REPORT

MAY 2017

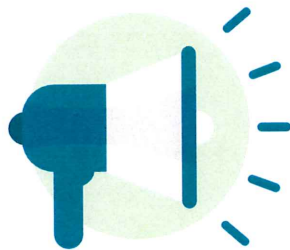
NOISE ABATEMENT REPORT

NOISE CONCERNS PER QUADRANT



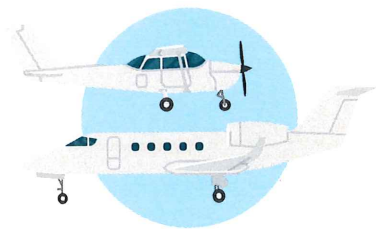
0%

TFR



100%

NOISE



100%

TRAFFIC

TYPE OF CONCERN

MAY 2017

NOISE ABATEMENT REPORT

VOLUNTARY CURFEW OPERATION VIOLATIONS

12

OPERATIONS



0%

DURING **TFR**

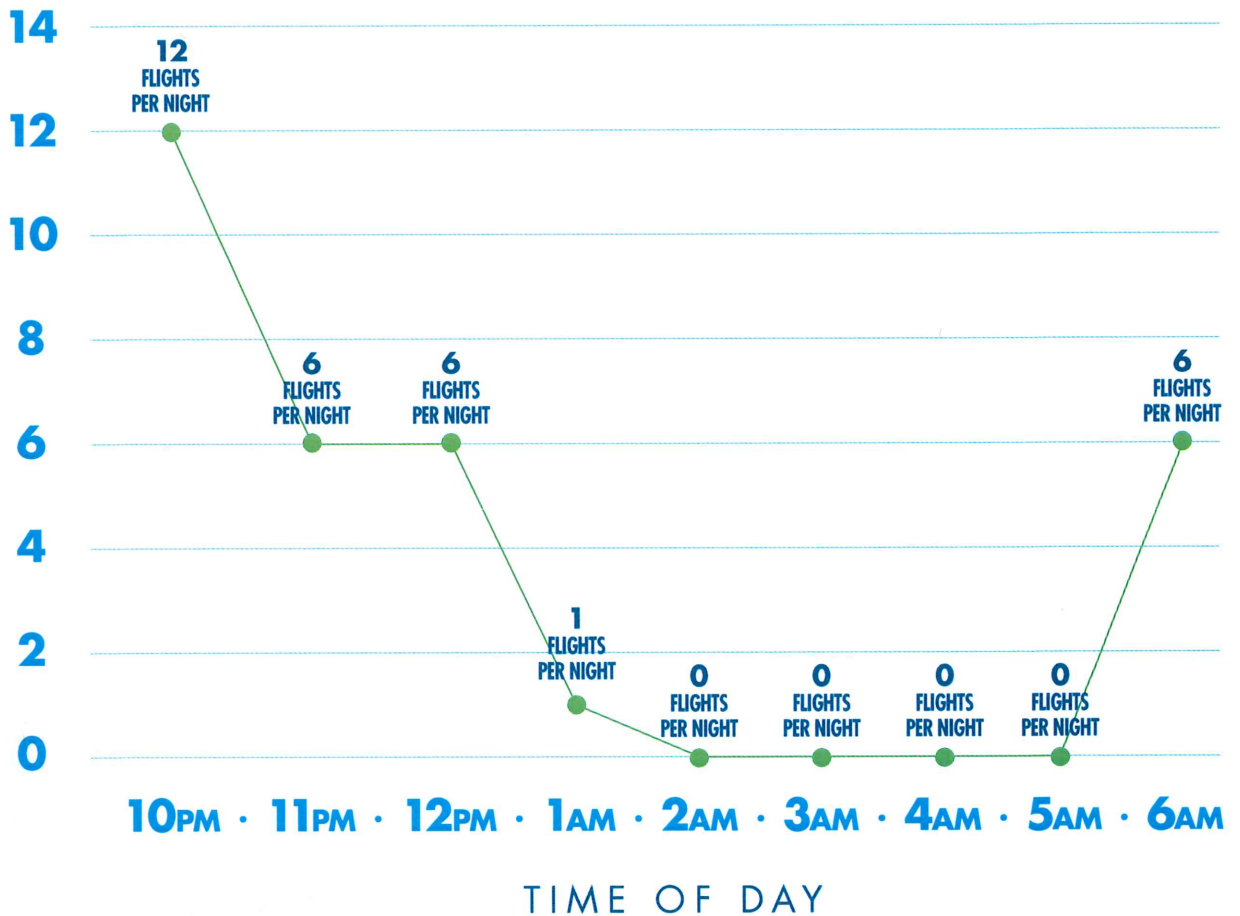
0 OUT OF **12**

MAY 2017

NOISE ABATEMENT REPORT

VOLUNTARY CURFEW OPERATIONS BY HOUR

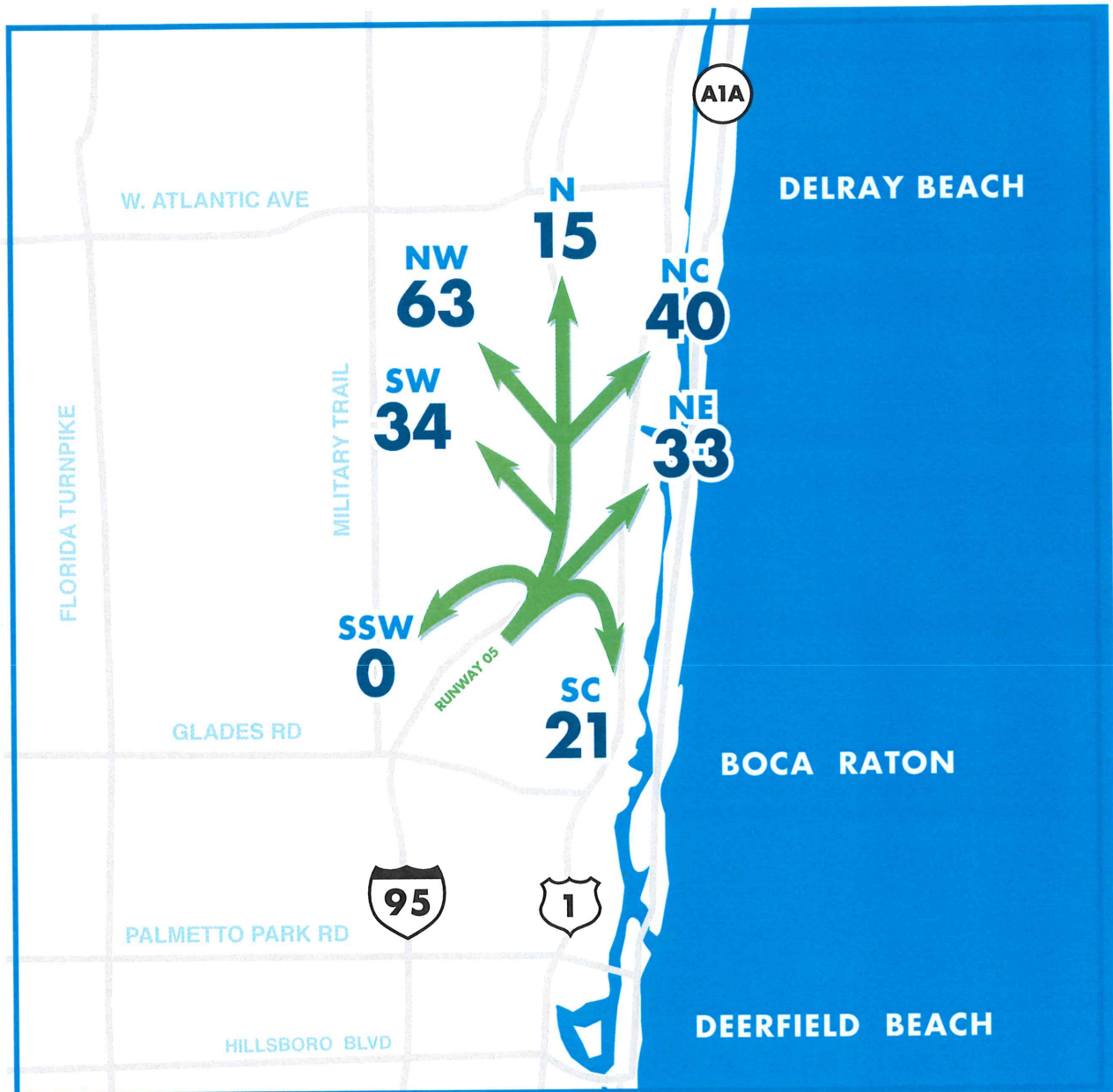
OPERATIONS - MONTHLY CUMMULATIVE TOTAL



MAY 2017

NOISE ABATEMENT REPORT

RUNWAY DEPARTURE HEADING BY DIRECTION

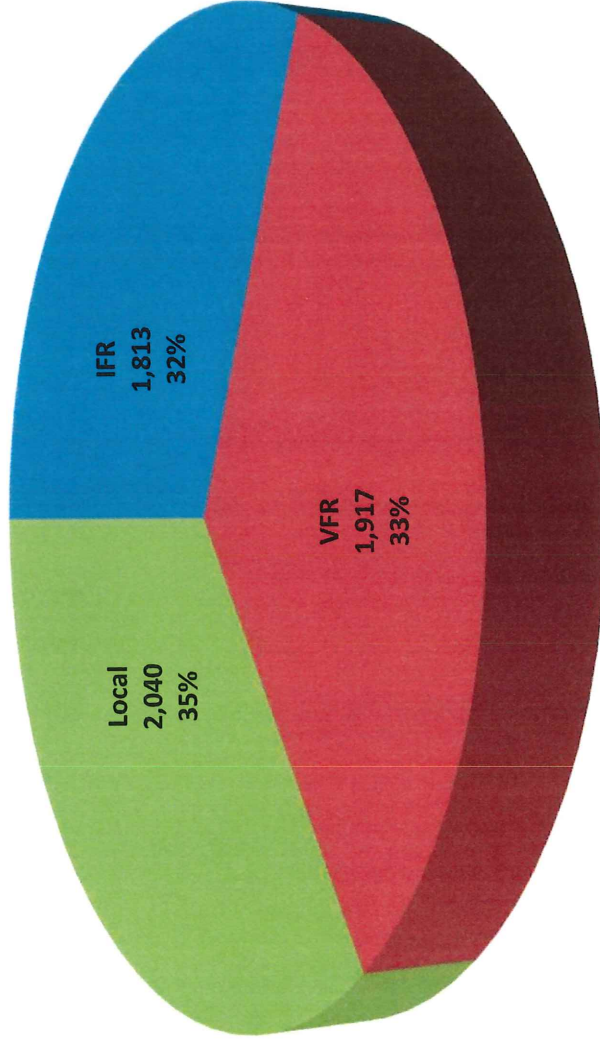


Boca Raton Airport Authority
Operations / Noise Abatement Report
May 2017



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

May 2017 Operations

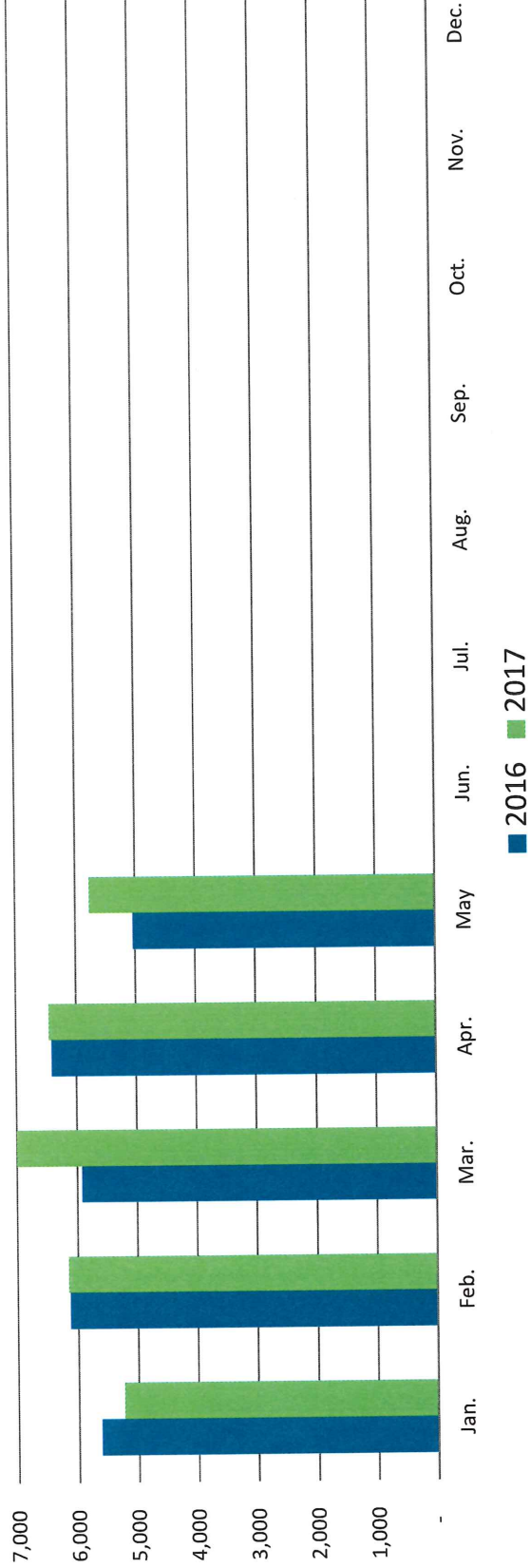


IFR - Instrument Flight Rules (Primarily Jets)
VFR - Visual Flight Rules (Primarily props/helicopters)
Local - Primarily training or prop traffic within the local flight pattern

TOWER OPERATIONS REPORT- YTD 2016/2017

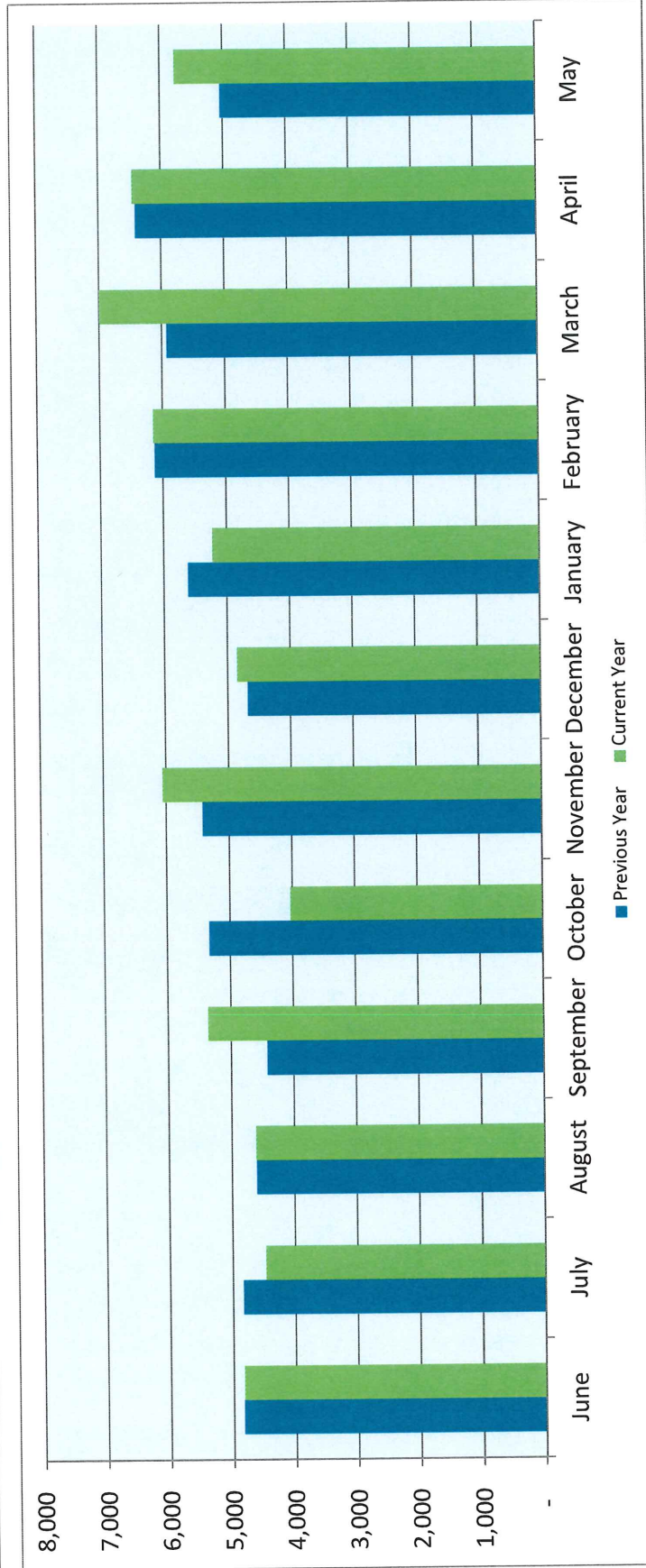
Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Operations
2016	5,618	6,129	5,924	6,410	5,039								29,120
2017	5,234	6,156	6,998	6,458	5,770								30,616
Change	(384)	27	1074	48	731								1,496
% Change	-7%	0.4%	18%	1%	15%								5%

Tower Operations Report



Monthly Tower Operations June 2015 - May 2016 vs. June 2016 - May 2017

Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Total
4,827	4,828	4,604	4,418	5,334	5,428	4,683	5,618	6,129	5,924	6,410	5,039	63,242
Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Total
4,825	4,469	4,614	5,366	4,031	6,058	4,850	5,234	6,156	6,998	6,458	5,770	64,829

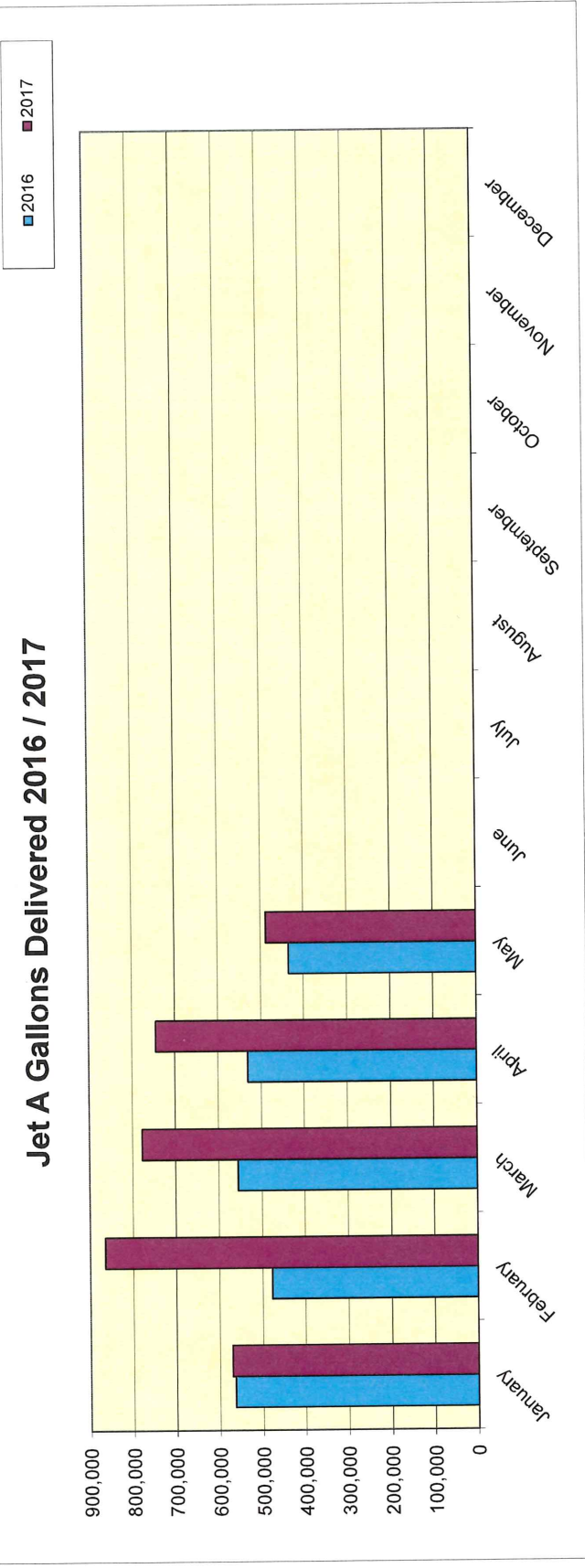


BOCA RATON AIRPORT NOISE ABATEMENT REPORT

JET A MONTHLY FUEL REPORT

Jet A (Gallons) Delivered	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
2016	563,942	477,333	555,109	530,679	434,666								2,561,729
2017	570,983	864,722	777,853	744,316	487,555								3,445,429
Change	7,041	387,389	222,744	213,637	52,889								883,700
% Change	1%	81%	40%	40%	12%								34%

Jet A Gallons Delivered 2016 / 2017

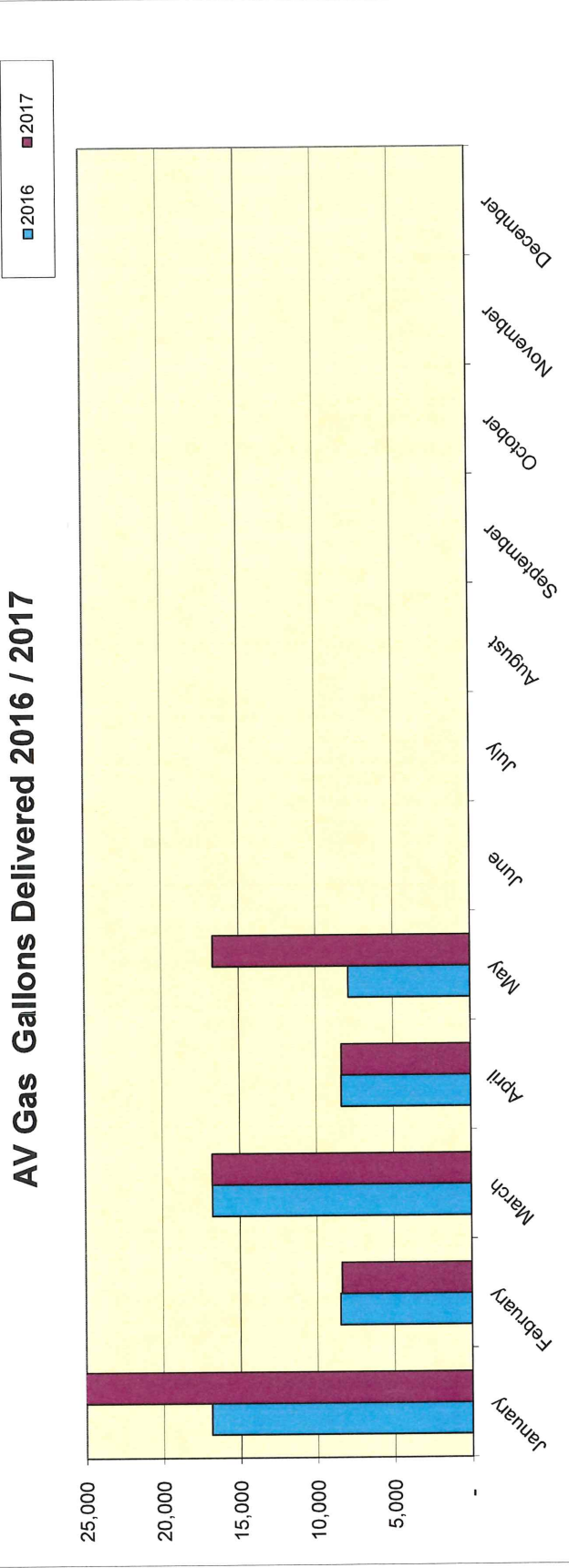


BOCA RATON AIRPORT NOISE ABATEMENT REPORT

AV GAS MONTHLY FUEL REPORT

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date Totals
AV Gas (Gallons) Delivered													
2016	16,899	8,498	16,780	8,376	7,879								58,432
2017	25,169	8,398	16,809	8,359	16,672								75,407
Change	8,270	(100)	29	(17)	8,793								16,975
% Change	49%	-1%	0.2%	-0.2%	112%								29%

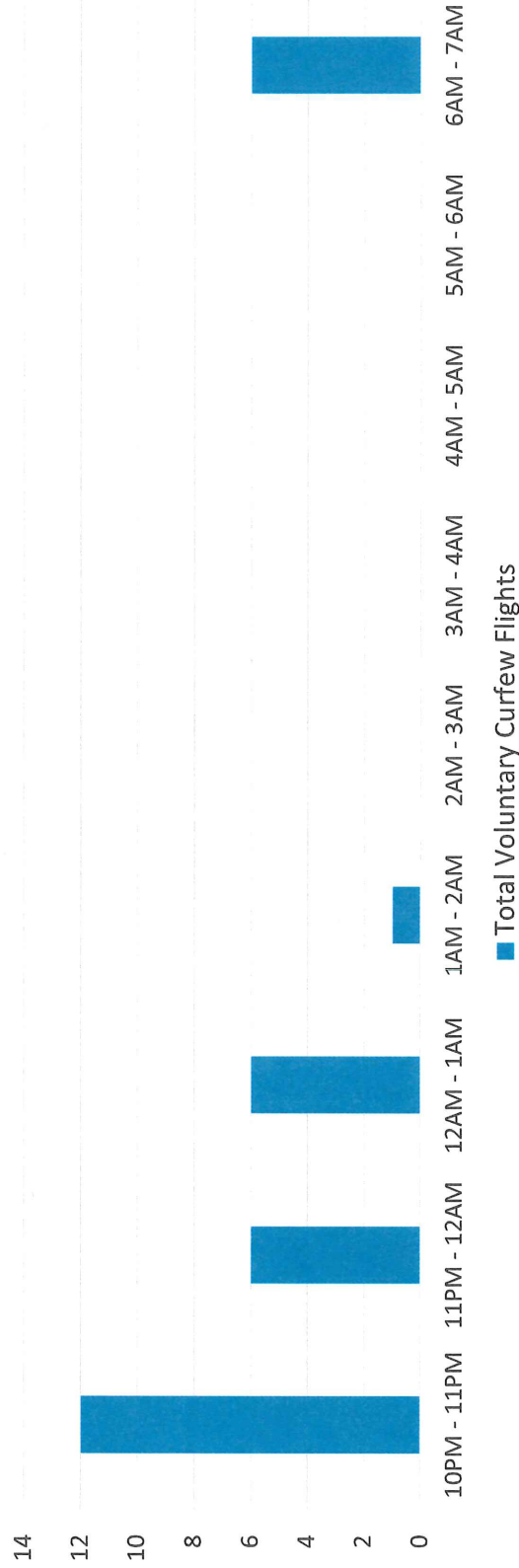
AV Gas Gallons Delivered 2016 / 2017



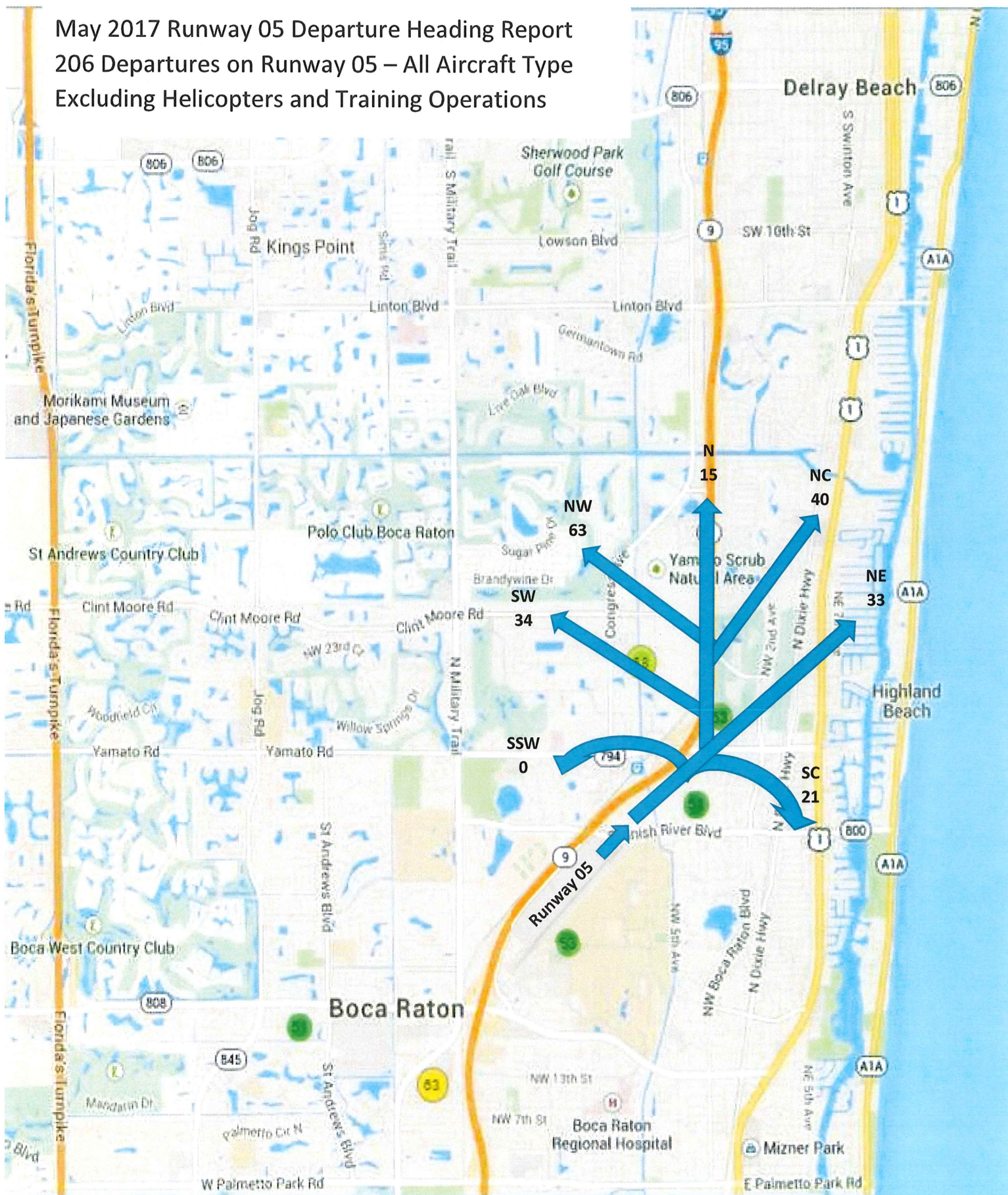
Day vs. Night Operations Annual & Current Month

	2012	2013	2014	2015	2016	2017 YTD	May-17
Total Operations	52,097	50,473	62,010	63,716	60,436	24,361	5,801
Night Operations	1,466	1,520	1,728	1,580	1,302	743	31
Day Operations	50,631	48,953	60,282	62,136	59,134	23,618	5,770
Night Ops % of Total Ops	3%	3%	3%	2%	2%	3%	1%

Voluntary Curfew Operations by Hour - May 2017



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





Memo

To: Gene Folden, Chair and Board Members

From: Jose Blanco, Operations Coordinator

Date: June 21, 2017

RE: **License Agreement with Wimbledon Villas of Town Place Homeowners Association, Inc. for Noise Monitor installation**

AGENDA ITEM – X - B

Airport Management has negotiated a license agreement allowing for the installation of a new permanent noise monitor in the Wimbledon Villas of Town Place Homeowners Association, Inc. community. This community is located 1.5 nautical miles southwest of the Airport and is affected by Runway 5 arrivals. The purchase and installation of the noise monitor was included in the current year budget.

Airport Management recommends approval of resolution 06-14-17 executing the attached license agreement with Wimbledon Villas. Legal Counsel has reviewed the License Agreement and concurs with the recommendation.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 06-14-17

A Resolution of the Boca Raton Airport Authority approving a License Agreement with Wimbledon Villas of Town Place Homeowners Association, Inc. for the installation of a permanent noise monitor.

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, the Boca Raton Airport Authority has developed a comprehensive Noise Abatement Program aimed at reducing noise impacts of aircraft activity over close-in residential areas;

WHEREAS, a vital element of the Noise Abatement Program is the use of permanent Noise Monitoring Terminals located in certain residential areas;

WHEREAS, the installation of a new, permanent noise monitor location has been agreed upon by the Authority and Wimbledon Villas of Town Place Homeowners Association, Inc. ("Wimbledon") located on Wimbledon property;

WHEREAS, a License Agreement between the Authority and Wimbledon is required to allow for the installation and maintenance of the new, permanent Noise Monitoring Terminal.

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 21st DAY OF JUNE 2017, AS FOLLOWS:

- 1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
- 2. The Authority hereby approves the License Agreement, and authorizes the Chair or Vice-chair to execute it on the Authority's behalf.**
- 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 06-14-17.**
- 4. The Chair or Vice-Chair of the Boca Raton Airport Authority is hereby authorized to execute this Resolution Number 06-14-17.**

ADOPTED by the Boca Raton Airport Authority, this 21st day of June 2017.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

Secretary & Treasurer

Chair

LICENSE AGREEMENT

STATE OF FLORIDA COUNTY
OF PALM BEACH

KNOW ALL MEN BY THESE PRESENTS

THAT the WIMBLEDON VILLAS OF TOWN PLACE HOMEOWNERS ASSOCIATION, INC., a corporation existing under the laws of the State of Florida, County of Palm Beach, whose mailing address is 21550 Village Home Dr, Boca Raton, FL 33486 ("Licensor"), for the consideration stated herein, the receipt and sufficiency of which is hereby acknowledged, and subject to the provisions of this License Agreement, does hereby grant unto BOCA RATON AIRPORT AUTHORITY, a body politic and corporate existing and created under Chapter 82-259, Laws of Florida, acting by and through its duly authorized Chairman, Gene Folden, whose mailing address is 903 NW 35th St., Boca Raton, Florida 33431 ("Licensee"), the right and license (the "License") to construct, operate, repair, maintain, relocate and replace noise monitoring towers and related equipment (the "System") in, above, under and through that certain parcel of land designated as Site 7 (the "License Parcel") located within Palm Beach County, Florida, which License Parcel is more particularly described in Exhibit "I" attached hereto and made a part hereof, together with the right of ingress and egress along and upon said License Parcel and over and across Licensor's adjoining properties for the purpose of and with the right to construct, operate, repair, maintain, relocate and replace said System.

In further consideration hereof, the parties agree that:

Licensee shall pay the sum of Ten Dollars (\$10.00) as a License Fee for the License herein granted. Licensee shall remit payment in full of the License Fee to Licensor within thirty (30) days after the date of this License Agreement.

Licensee shall not construct, install or maintain the System or any other facilities or improvements in the License Parcel except in accordance with plans and specifications which have been delivered to and approved in writing by Licensor, provided that such approval by Licensor shall not be unreasonably withheld or delayed.

Licensee must receive the Licensor's prior written approval before, cutting, trimming, clearing, ~~cutting~~ or similar action with respect to the Licensor's property. Licensor should also be permitted to make changes to the property without approval provided such changes do not unreasonably affect the Licensee's ability to construct, operate, maintain, repair and replace the System. Further, the Licensee, prior to entering the Licensor's property to exercise any right under this agreement shall provide written notice not less than three (3) days in advance by regular, certified mail, fax, or email to gain written approval from the Licensor except in the event of a bona fide emergency.

Licensor expressly reserves the full right to grant other licenses crossing the License Parcel; provided, however, those such licenses shall not in any way conflict or interfere with the reasonable use of the License by Licensee. Licensee shall not, in the exercise of any of its rights under this License Agreement, interfere with operations or facilities existing or being constructed pursuant to previously granted licenses in or across the License Premises. However, Licensor shall not impound water or construct within the License Parcel any buildings or other structures in such a manner as to conflict with applicable laws.

It is especially provided, however, as an express condition of this License, and not as a mere covenant, that in the event Licensee abandons the System, or in the event the License Parcel ceases to be used by Licensee for the purposes enumerated herein for a period of twelve (12) consecutive months, then -and in that event, this License shall automatically terminate and the License Parcel shall

automatically revert to the Licensor, its successor or assigns, free and clear of any right, title, or interest in the Licensee, without the necessity of a notice to Licensee or any reentry by the Licensor.

This License and the rights and privileges granted herein shall continue for a period of ten (10) years from the date of execution of this License Agreement, and shall automatically renew for successive five (5) year renewal terms unless either party shall give written notice of non-renewal to the other party at least sixty (60) days prior to the renewal date. Licensee shall retain ownership of all installed equipment. Licensee shall have the right to retrieve any and all installed equipment upon termination of this License Agreement within 60 days of termination. Licensee shall make a reasonable effort to return the site to its original condition.

LICENSEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS LICENSOR, ITS DIRECTORS, OFFICERS, MEMBERS AND EMPLOYEES, from and against any loss, costs, damages, claims, assessments, and/or fines (together referred to as "Losses"), which may be incurred by Licensor, its directors, officers, members and/or employees resulting from any wrongful, improper, reckless, or unlawful act or omission on the Licensee of any employees, agents, contractors or agent thereof. Such provision shall survive the expiration of termination of the agreement.

To the extent authorized by law, Licensee represents and warrants that Licensee shall, at Licensee's sole cost, repair any damage to the property, by reason of Licensee exercising said rights under this License Agreement, within no more than (15) days from written receipt of notice from Lessor to perform such repairs unless it is not feasible to perform the repairs in that time period in which event the repairs must commence within such time period and diligently pursued until completed. Licensor will have the sole authority to determine whether said property has been returned to acceptable standards.

Licensee must maintain not less than One Million dollars (\$1,000,000) of liability insurance per occurrence covering injury or death of any person and/or damage to any property naming the Licensor as an additional insured and not merely as a certificate holder. Licensee must also maintain vehicle liability insurance covering owned, non-owned and leased vehicles of not less than One Million dollars (\$1,000,000) per occurrence covering injury or death of any person and damage to any property. The Licensor should also be named as additional insured on such insurance policy. The Licensor will be notified thirty (30) days in advance in writing of the insurance expiration or termination thereof. The agreement should provide that any contractor or subcontractor of Licensee shall maintain such minimum insurance.

If any dispute related thereto the prevailing part shall be entitled to recover its attorney's fees and costs incurred at all trial, appellate and bankruptcy proceedings and that venue to resolve any dispute shall be a court of competent jurisdiction in Palm Beach County, Florida, to the exclusion of any other venue.

Notwithstanding any language to the contrary in this License Agreement or in any exhibit or attachment hereto, or in any other document, the rights granted to Licensee by Licensor in this License Agreement are a license only and not an easement.

IN WITNESS WHEREOF, the undersigned have executed and delivered this License Agreement as of this ____ day of April, 2017.


[Signatures appear on following pages]

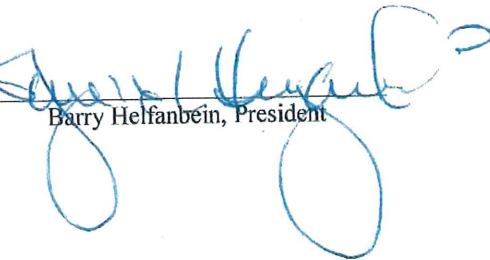
"Licensor"

**WIMBLEDON VILLAS OF TOWN PLACE
HOMEOWNERS ASSOCIATION, INC.**

Date: 5/17/2017

ATTEST:

By: 
Fredrick Blimegger, Secretary

By: 
Barry Helfanbein, President

"Licensee"

BOCA RATON AIRPORT AUTHORITY
a body politic and corporate created under
Chapter 82-259, Laws of the State of Florida

Date: _____

ATTEST:

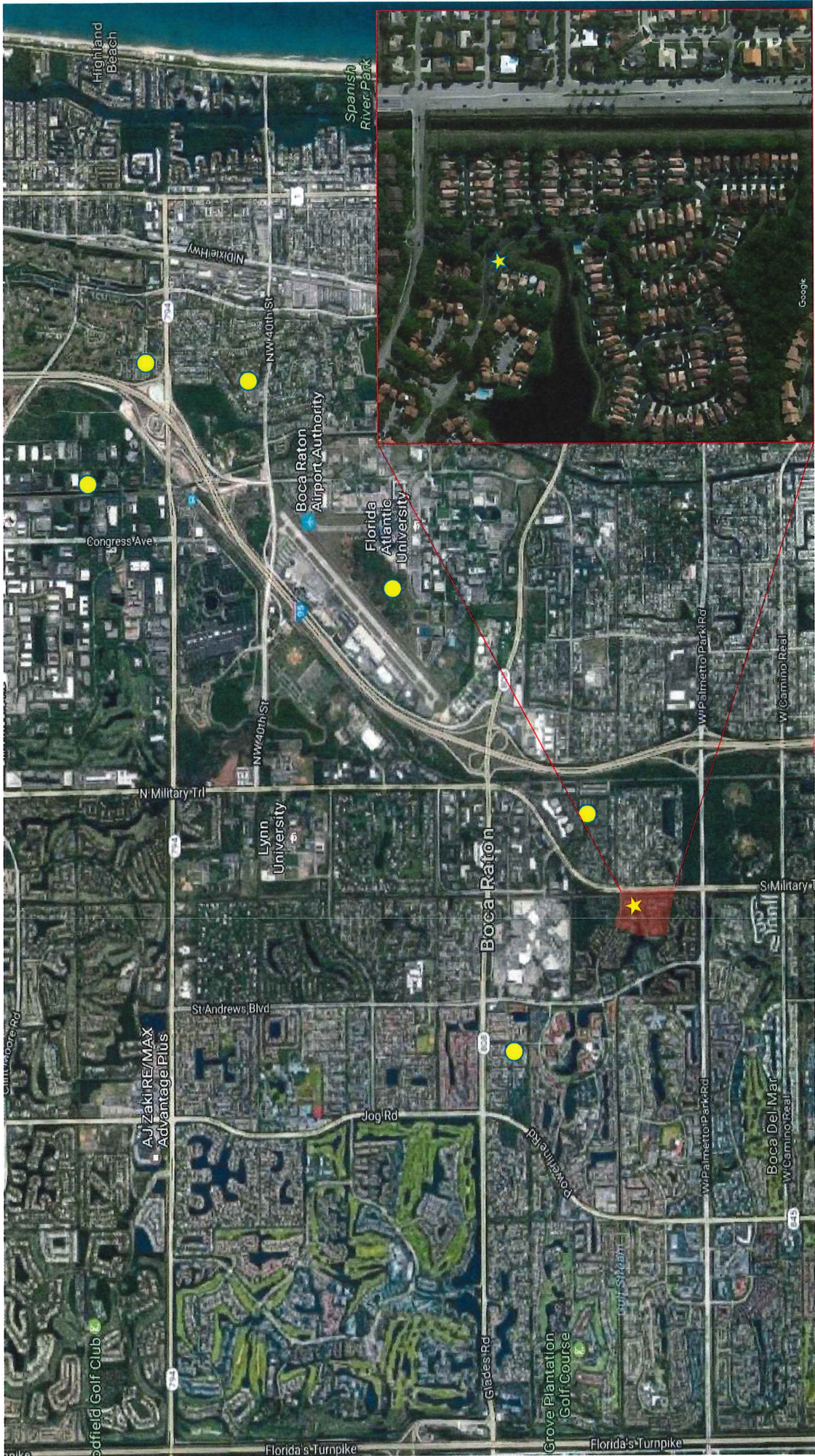
By: _____
Mitch Fogel, Secretary

By: _____
Gene Folden, Chairman

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND RELIANCE OF THE
LICENSEE ONLY

Robert Diffenderfer
Boca Raton Airport Authority
Legal Counsel

Amy T. Petrick
Boca Raton Airport Authority
Legal Counsel



AN EASEMENT FOR AN AIRPORT NOISE MONITOR IN THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 47 SOUTH, RANGE 42 EAST, PALM BEACH COUNTY, FLORIDA, LYING IN PARCEL "A" OF THE PLAT OF WIMBLEDON VILLAS OF VIA VERDE - P.U.D., RECORDED IN PLAT BOOK 50, PAGE 138, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE CENTERLINES OF PORTSMOUTH DRIVE AND FOX HOLLOW DRIVE, AS SHOWN ON SAID PLAT;
 THENCE ALONG THE SOUTHERLY EXTENSION OF SAID CENTERLINE OF PORTSMOUTH DRIVE, S33°00'57"W FOR 21.00 FEET TO THE SOUTHERLY RIGHT-OF-WAY OF SAID FOX HOLLOW DRIVE, AND THE POINT OF BEGINNING;
 THENCE CONTINUE S33°00'57"W FOR 27.00 FEET;
 THENCE N58°40'49"W FOR 10.00 FEET;
 THENCE N33°00'57"E FOR 27.00 FEET TO THE SAID THE SOUTHERLY RIGHT-OF-WAY OF FOX HOLLOW DRIVE, BEING A CURVE CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 169.00 FEET;
 THENCE SOUTHEASTERLY, ALONG SAID CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 03°23'32" FOR 10.01 FEET TO THE POINT OF BEGINNING.

CONTAINING 270.5 SQUARE FEET, MORE OR LESS.

BEARING BASIS: S33°00'57"W (PLAT) ALONG THE CENTERLINE OF PORTSMOUTH DRIVE, WIMBLEDON VILLAS OF VIA VERDE - P.U.D., PLAT BOOK 50, PAGE 138,

ABBREVIATIONS:

- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- R/W - RIGHT-OF-WAY
- ℄ - CENTERLINE
- R/W - RIGHT-OF-WAY

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 JOHN E. PHILLIPS, III
 PROFESSIONAL LAND SURVEYOR
 STATE OF FLORIDA NO. 4826
 DATE: 4/21/17

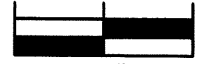
E-Mail: info@brown-phillips.com

BP
BROWN & PHILLIPS, INC.
 PROFESSIONAL SURVEYING SERVICES
 CERTIFICATE OF AUTHORIZATION # LB 6473
 1860 OLD OKEECHOBEE ROAD., SUITE 509,
 WEST PALM BEACH, FLORIDA 33409
 TELEPHONE (561)-615-3988, 615-3991 FAX

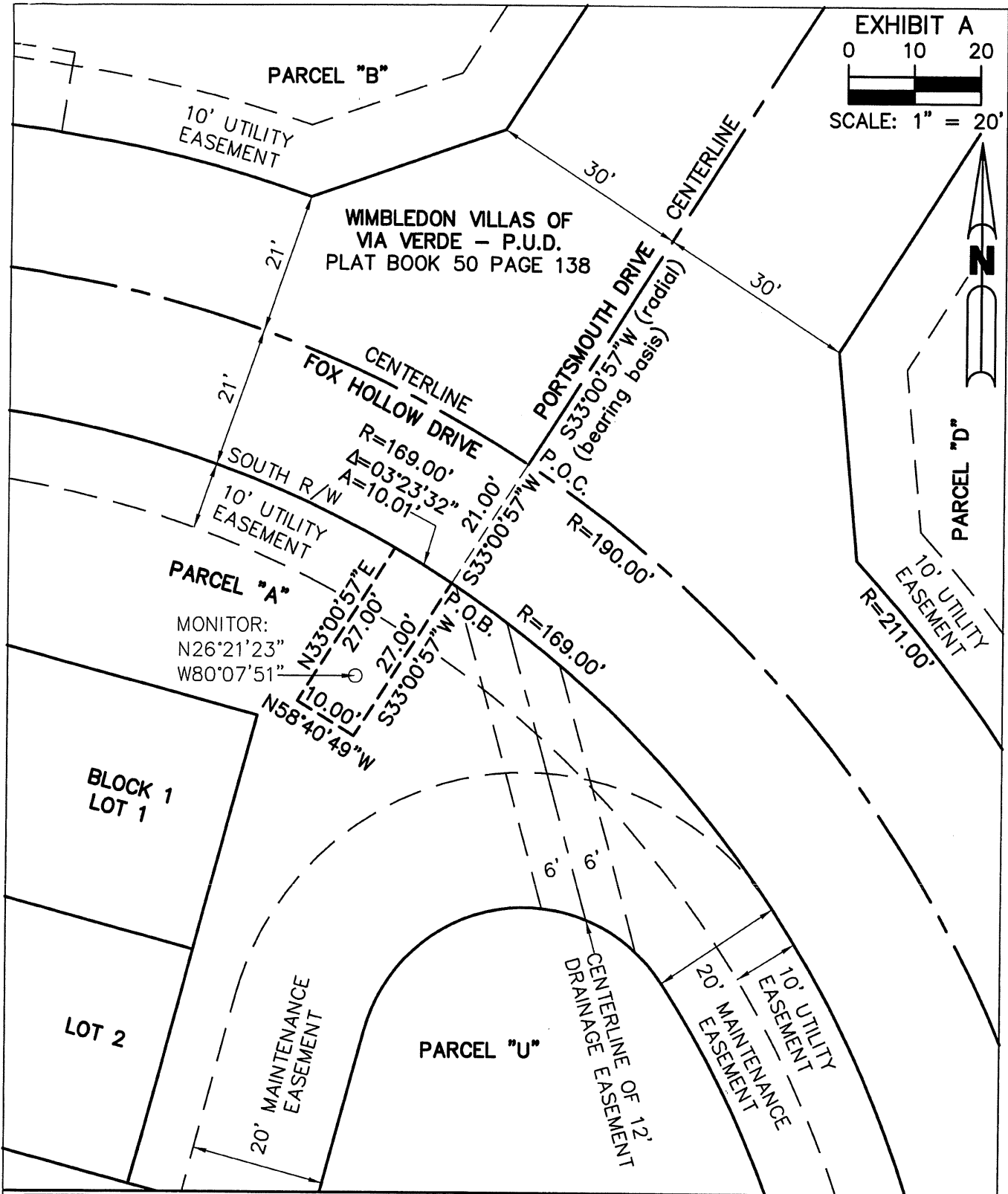
BOCA AIRPORT NOISE MONITOR LICENSE AGREEMENT	
PROJ. No. 17-030	DRAWN: MB
LEGAL DESCRIPTION	SCALE: 1"=100'
	DATE: 5/31/17
BOCA RATON AIRPORT	SHEET 1 OF 2

EXHIBIT A

0 10 20



SCALE: 1" = 20'

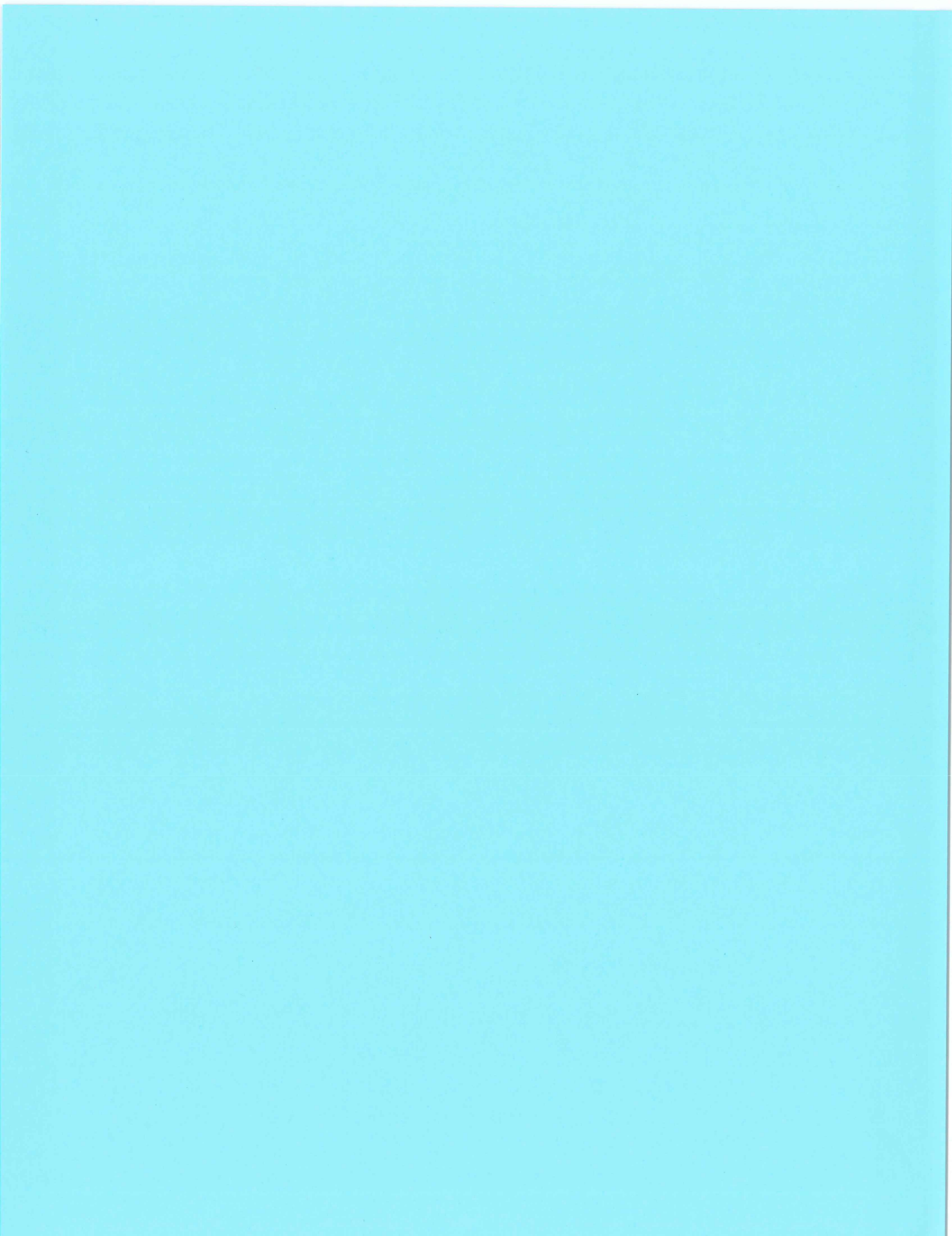


E-Mail: info@brown-phillips.com

B BROWN & PHILLIPS, INC.
 PROFESSIONAL SURVEYING SERVICES
 CERTIFICATE OF AUTHORIZATION # LB 6473
 1860 OLD OKEECHOBEE ROAD., SUITE 509,
 WEST PALM BEACH, FLORIDA 33409
 TELEPHONE (561)-615-3988, 615-3991 FAX

BOCA AIRPORT NOISE MONITOR
 LICENSE AGREEMENT
 (This sketch is not a survey)

PROJ. No. 17-030	DRAWN: MB
SKETCH TO ACCOMPANY LEGAL DESCRIPTION	SCALE: 1"=20'
BOCA RATON AIRPORT	DATE: 5/31/17
	SHEET 2 OF 2





Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: June 21, 2017

RE: **Corporate Identity and Community Engagement Program Update**

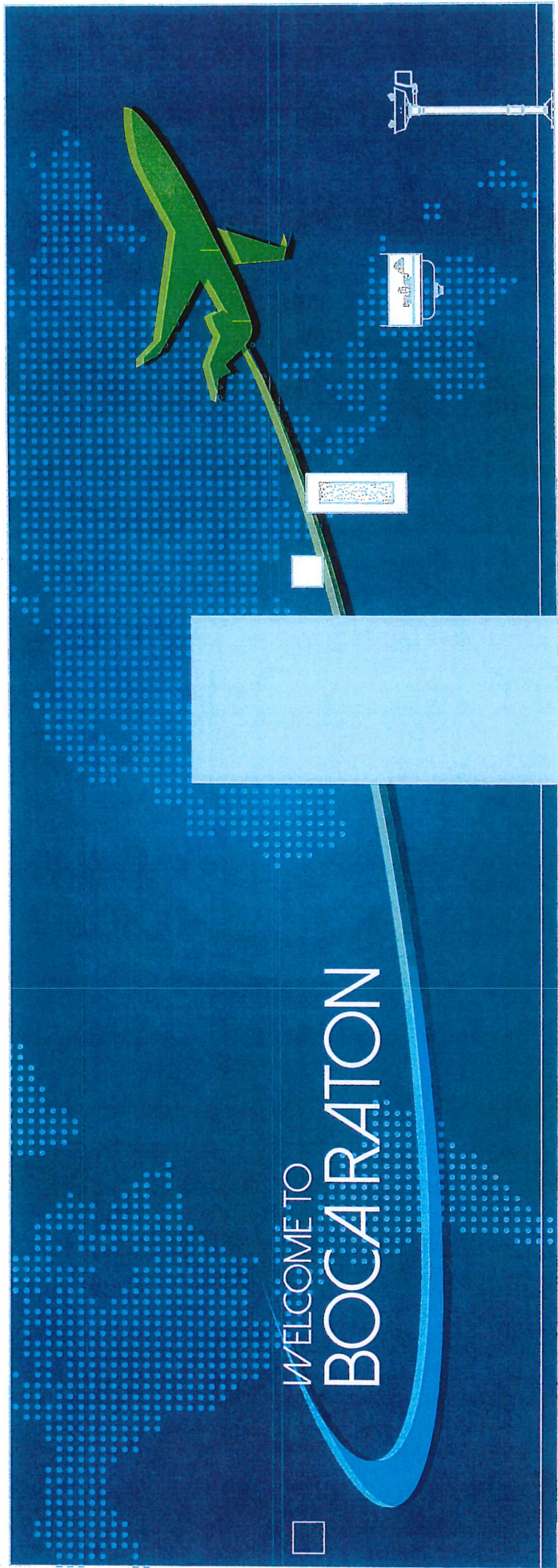
AGENDA ITEM – X – C

Mr. Michael Schneider with Green Integrated Marketing will present the quarterly update on the Corporate Identity and Community Engagement Program.

Mr. Schneider will also present three options for the graphic wall for the new Custom and Border Protection Facility.

Option 2

31'-4"





Memo

To: Gene Folden, Chair and Board Members

From: Clara Bennett, Executive Director

Date: June 21, 2017

RE: **BRAA Mid-Year Operating and Financial Performance Report**

AGENDA ITEM – X - D

Ms. Bennett will make a presentation on the Boca Raton Airport Authority's Mid-Year operating and financial performance.