

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, October 16, 2019
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, October 16, 2019 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 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

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

II. APPROVAL OF MINUTES

Consider approval of Minutes for the Regular Meeting of September 18, 2019.

III. AGENDA CHANGES

IV. PUBLIC REQUESTS

If any member of the public wishes to provide comment on any item, the time to do so is now. Please complete a public comment card identifying the item upon which you wish to be heard and provide it to Ms. Landers. The public comment

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

V. CONSENT AGENDA

VI. FEDERAL, STATE AND MUNICIPAL INPUT

VII. FINANCIAL REPORT

A. Presentation of the September 2019 Financial Report.

Consider a Motion for approval of the Financial Report for September 2019.

VIII. TENANT REPORTS AND REQUESTS

A. Premier Aviation of Boca Raton, LLC sign request.

Consider Resolution No. 10-19-19 of the Boca Raton Airport Authority authorizing conditional approval to Premier Aviation of Boca Raton, LLC for permanent, exterior signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails.

B. Civil Air Patrol Support Request.

IX. EXECUTIVE DIRECTOR AND STAFF REPORTS

A. Noise Abatement/Operations Summary for the month of September 2019.

B. Corporate Identity and Community Engagement Program Update.

C. Boca Raton Airport Scholarship Fund Annual Contribution.

D. Proposed Wireless Facility Design Standards.

Consider Resolution No. 10-20-19 of the Boca Raton Airport Authority adopting Wireless Facility Design Standards

X. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

A. Status report on the Boca Raton Airport Authority's 2020 meeting schedule.

XI. PUBLIC COMMENT

XII. OTHER BUSINESS

XIII. MISCELLANEOUS

The next meeting is scheduled for November 20, 2019 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

XIV. ADJOURNMENT

Respectfully Submitted,
Clara Bennett
Executive Director

**Boca Raton Airport Authority
Meeting Minutes
September 18, 2019
Boca Raton City Hall – Council Chambers**

Chair Melvin Pollack called the meeting to order at 6:00 P.M.

BOARD MEMBERS

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

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Robert Abbott, Operations Coordinator
William Urbanek, 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.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the August 2019 Regular Meeting was made by Mr. Tucker and seconded by Mr. Folden. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for August 2019.

Mr. Pollack inquired about the vacant position at the Airport and when it would be filled. Ms. Bennett explained that it would be filled once the revised Employee Handbook is completed.

A MOTION to approve the Financial Report for August 2019 was made by Mr. Tucker and seconded by Ms. Budd. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Ms. Bennett presented a request from Premier Aviation to amend the sublease agreement with Samkin TK, LLC for Phase II of the Premier parcel to allow for a new restaurant concept.

Mr. Samir Changela, Samkin TK, LLC provided additional information and answered questions regarding the concept of the new restaurant and menu.

A MOTION to approve Resolution No. 09-16-19 of the Boca Raton Airport Authority consenting to Premier Aviation of Boca Raton, LLC's First Amendment to Agreement to Sublease and Build with Samkin TK, LLC approving the change of designated use from the operation of a restaurant known as "Tilted Kilt Pub and Eatery" to the operation of a restaurant known as "Sammy J's Kitchen and Cocktails" was made by Mr. Tucker and seconded by Ms. Budd. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of August 2019.

Mr. Tucker inquired about possible decline in Customs revenue in September due to Hurricane Dorian.

Ms. Bennett advised that Airport Management is monitoring activity levels to determine impacts.

Mr. Folden suggested extending the waiver of fees for Customs in support of continued Hurricane Relief.

A discussion ensued.

A MOTION to investigate and, if possible, suspend Customs fees for arrivals from the Bahamas for an additional 60 days was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Nau inquired about the financial impact of the two weeks of fee waiver. Ms. Bennett responded.

Mr. Kohut presented the Public Transportation Grant Agreement for Taxiways P5, C, P9 and P10 Widening - Construction at the Boca Raton Airport.

A MOTION to approve Resolution 09-17-10 of the Boca Raton Airport Authority to accept the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Taxiways P5, C, P9 and P10 Widening – Construction at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Bryan provided an update on the Airport's Hurricane Plan. Mr. Bryan explained what is done prior to a storm and what occurred during Hurricane Dorian.

Ms. Budd inquired as to who the Airport coordinated with regarding Hurricane Relief. Ms. Bennett advised that supplies were collected in coordination with Privaira and Odyssey Aviation in Nassau and the supplies were delivered to the island by Privaira and tenants of the Airport.

Ms. Budd recommended that the Airport speak with the Red Cross with regards to coordinating collection efforts for future needs.

Mr. Tucker inquired about media outreach related to Hurricane Relief.

Ms. Landers explained that most of the coverage was done through local media, Facebook and notification to tenants.

Mr. Bryan provided an update on the Customs and Border Protection Facility improvements.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Petrick, Lewis Longman and Walker provided an overview of the proposed Wireless Facility Design Standards.

A discussion ensued.

The Board requested that Airport Management and Legal Counsel amend the standards to include: frequencies that are being utilized in the cell towers; whether trenching or boring will be involved; camouflaging of cables, wires and cords; and any interference of radio signals on the field and around the Airport.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Tucker inquired about the aircraft incident at the Airport. He believes the situation was handled quite well in coordination with the City and County.

Ms. Bennett complimented the City of Boca Raton, Police, Fire Rescue, TSA and the Palm Beach County EOC for their offer of help.

Mr. Tucker then asked about the media reach regarding the incident and how this was portrayed to the public.

Ms. Landers stated the story was picked up by more than 13 known media outlets along with social media.

MISCELLANEOUS

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

ADJOURNMENT

Meeting adjourned at 7:02 p.m.

Melvin Pollack, Chair

Date



Memo

To: Melvin Pollack, Chair and Board Members
From: Ariadna Camilo, Finance and Administration Manager
Date: October 16, 2019
RE: **Financial Report – September 2019**

AGENDA ITEM – VII – A

Airport Management and the Secretary/Treasurer will provide an overview of the Financial Report for the twelve months ending September 30, 2019.

Total Operating Revenues as of September 30, 2019 were \$4,930,029 an increase of \$805,605 or 19.5% to budget. This increase in revenue year to date is attributable to an increase in Customs Facility, Fuel Flowage Revenue, and the Atlantic Aviation lease reversion.

Due to the timing of the meeting, estimates were used for Signature Flight Support fuel revenue. Customs Facility Revenue waived for the month of September in support of Hurricane Dorian Relief effort were \$22,185.

Total Non-Operating Revenues and Capital Contributions as of September 30, 2019 were \$988,691.

Total Operating Expenses as of September 30, 2019 were \$2,660,041 a decrease of \$525,916 or 16.5% compared to budget. Significant variances in expenses compared to budget for the twelve months ending September 30, 2019 are as follows:

- Personnel Expenses are down \$69,978 or 6.3% to budget, primarily due to a vacant part-time position.
- Project expenditures are down \$444,343 or 87.6% to budget, primarily due to the ATCT rehabilitation project.

- Professional Services are down \$42,558 or 23.8% to budget, primarily due to Legal Service expenditures being lower than anticipated. Year to date expenditures are detailed below, including a breakdown of costs for board member related matters and capital projects.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
GENERAL	\$ 2,517	\$ 1,196	\$ 650	\$ 858	\$ 5,642	\$ 5,675	\$ 6,809	\$ 7,025	\$ 5,410	\$ 7,421	\$ 16,782	\$ 25,308	\$ 85,293
BOARD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156	\$ -	\$ 910	\$ -	\$ 754	\$ 3,350	\$ 988	\$ 6,158
CUSTOMS	\$ 1,300	\$ 1,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,855

Total Capital Expenditures as of September 30, 2019 were \$1,544,900. The majority of Capital Expenditures were attributable to Task 41 – Security Enhancements, Task 47 – Access Road Improvements, and Task 56 – Airfield Pavement Rejuvenator of the Capital Improvement Program. Of the total \$1,544,900 in Capital Expenditures, \$2,855 were attributable to project-related legal fees, while \$62,965 were attributable to Capital Outlay.



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Twelve Months Ending September 30, 2019
(unaudited)

Summary Results

	FY 2019 Annual Budget	FY 2019 September Actual	FY 2019 September Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 4,124,425	\$ 4,930,029	\$ 4,124,425	\$ 805,605	19.5%
Operating Expenses	\$ 3,185,957	\$ 2,660,041	\$ 3,185,957	\$ (525,916)	-16.5%
Operating Income/(Loss) before Depreciation	\$ 938,468	\$ 2,269,989	\$ 938,468	\$ 1,331,520	141.9%
Depreciation	\$ 1,641,650	\$ 1,641,650	\$ 1,641,650	\$ 0	0.0%
Net Operating Income/(Loss)	\$ (703,182)	\$ 628,339	\$ (703,182)	\$ 1,331,520	-189.4%
Non-Operating Revenues	\$ 405,932	\$ 24,480			
Income/(Loss) before Capital Contributions	\$ (297,250)	\$ 652,818			
Capital Contributions from State and Federal Grants	\$ 1,060,000	\$ 964,211			
Change in Net Position	\$ 762,750	\$ 1,617,030			



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Twelve Months Ending September 30, 2019
(unaudited)

Revenue Summary

	FY 2019 Annual Budget	FY 2019 September Actual	FY 2019 September Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Rent Revenue	\$ 3,063,351	\$ 3,421,286	\$ 3,063,351	\$ 357,935	11.7%
Fuel Flowage Fees	\$ 700,000	\$ 812,652	\$ 700,000	\$ 112,652	16.1%
Customs Facility Revenue	\$ 165,000	\$ 456,625	\$ 165,000	\$ 291,625	176.7%
Interest Income	\$ 120,000	\$ 177,511	\$ 120,000	\$ 57,511	47.9%
Other Revenue	\$ 76,074	\$ 61,955	\$ 76,074	\$ (14,119)	-18.6%
Total Operating Revenues	\$ 4,124,425	\$ 4,930,029	\$ 4,124,425	\$ 805,605	19.5%
FDOT Grants	\$ 405,932	\$ 24,480			
Non-Operating Revenues	\$ 405,932	\$ 24,480			
FDOT Grants	\$ 910,000	\$ 955,958			
FAA Grants	\$ 150,000	\$ 8,253			
Capital Contributions from State and Federal Grants	\$ 1,060,000	\$ 964,211			



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Twelve Months Ending September 30, 2019
(unaudited)

Expense Summary

	FY 2019 Annual Budget	FY 2019 September Actual	FY 2019 September Budget	Variance FY 2019 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,104,721	\$ 1,034,743	\$ 1,104,721	\$ (69,978)	-6.3%
Professional Services	\$ 178,500	\$ 135,942	\$ 178,500	\$ (42,558)	-23.8%
Office Operating Expenses	\$ 248,985	\$ 259,163	\$ 248,985	\$ 10,179	4.1%
Airport Operations	\$ 446,211	\$ 445,283	\$ 446,211	\$ (928)	-0.2%
Insurance Expense	\$ 153,147	\$ 161,157	\$ 153,147	\$ 8,010	5.2%
ATCT Facility	\$ 46,800	\$ 40,130	\$ 46,800	\$ (6,670)	-14.3%
Customs Facility	\$ 317,576	\$ 347,496	\$ 317,576	\$ 29,920	9.4%
Marketing & Special Events	\$ 182,602	\$ 173,055	\$ 182,602	\$ (9,547)	-5.2%
Projects	\$ 507,415	\$ 63,072	\$ 507,415	\$ (444,343)	-87.6%
Total Operating Expenses	\$ 3,185,957	\$ 2,660,041	\$ 3,185,957	\$ (525,916)	-16.5%
Capital Outlay	\$ 62,500	\$ 62,965			
Capital Improvement Program	\$ 1,300,000	\$ 1,481,935			
Total Capital Expenditures	\$ 1,362,500	\$ 1,544,900			



Boca Raton Airport Authority
Balance Sheet Summary
September 30, 2019
(unaudited)

Summary Results

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 874,897	Accounts Payable	\$ 187,177
Receivables	\$ 87,859	Due to Other Governments	\$ 52,143
Due From Other Governments	\$ 14,670	Compensated Absences, short-term	\$ 39,264
Money Markets	\$ 1,773,416	Deferred Rent Income	<u>\$ 92,636</u>
Certificates of Deposit	\$ 7,772,339	Total Current Liabilities	\$ 371,220
Certificates of Deposit, Restricted	\$ 182,805	Non-Current Liabilities	
Other Assets	<u>\$ 170,605</u>	Security Deposits	\$ 167,879
Total Current Assets	\$ 10,876,591	Compensated Absences, long-term	<u>\$ -</u>
Non-Current Assets		Total Non-Current Liabilities	\$ 167,879
Rent Receivable	\$ 441,242	Total Liabilities	<u>\$ 539,100</u>
Capital Assets		Capital	
Land	\$ 1,791,886	Florida Operations Trust Fund	\$ 267,950
Avigation Easements	\$ 4,835,961	Retained Earnings	\$ 39,087,563
Project in Progress	\$ 3,577,812	Contributed Capital - Federal	\$ 317,029
Buildings	\$ 11,526,229	Contributed Capital - State	\$ 6,430,281
Land Procurement	\$ 955,070	Net Income	<u>\$ 1,617,030</u>
Leasehold Improvements	\$ 8,253,726	Total Capital	\$ 47,719,853
Furniture, Fixtures, and Equipment	\$ 2,805,210	Total Liabilities & Capital	<u>\$ 48,258,953</u>
Infrastructure	\$ 24,809,710		
Less Accumulated Depreciation	<u>\$ (21,614,483)</u>		
Total Non-Current Assets	\$ 37,382,362		
Total Assets	<u>\$ 48,258,953</u>		



Memo

To: Melvin Pollack, Chair and Board Members

From: Scott Kohut, Deputy Director

Date: October 16, 2019

RE: **Premier Aviation of Boca Raton, LLC – Samkin TK, LLC– Sammy J’s Kitchen and Cocktails – Conditional Approval Request for Exterior Building Signage**

AGENDA ITEM – VIII - A

Airport Management has received a request from Premier Aviation of Boca Raton, LLC for replacement of permanent exterior signage within their leasehold areas on the Sammy J’s Kitchen and Cocktails restaurant building.

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

The request as submitted should not require a variance from the City of Boca Raton for the second sign face, since a variance was granted for the original signs in 2015.

Airport Management recommends approval of Resolution Number 10-19-19 of the Boca Raton Airport Authority authorizing conditional approval to Premier Aviation of Boca Raton, LLC for permanent, exterior signage to Samkin TK, LLC for Sammy J’s Kitchen and Cocktails.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 10-19-19

A Resolution of the Boca Raton Airport Authority conditionally approving Premier Aviation of Boca Raton, LLC's request for approval of replacement permanent, exterior signage for Sammy J's Kitchen and Cocktails

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 September 27, 2000, the Authority entered into a Lease Agreement with Premier Aviation of Boca Raton, LLC ("Premier"), and on November 29, 2000, the Authority and Premier Aviation, LLC entered into the First Amendment to the September 27, 2000 Lease Agreement (collectively, the "Premier Lease Agreement");

WHEREAS, pursuant to Resolution No. 06-24-13, the Authority approved a Second Amendment to the Premier Aviation, LLC's Lease Agreement (the "Second Amendment"), and pursuant to Resolution No. 06-25-13, the Authority consented to Premier's Agreement to Sublease and Build with Samkin TK, LLC (the "Sublease") for a portion of Phase II; and

WHEREAS, pursuant to Resolution No. 09-16-19, the Authority consented the First Amendment to the Premier Aviation of Boca Raton, LLC Agreement to Sublease and Build with Samkin TK, LLC approving the change of designated use from the operation of a restaurant known as "Tilted Kilt Pub and Eatery" to the operation of a restaurant known as "Sammy J's Kitchen and Cocktails"; and

WHEREAS, the Authority has received a request from Premier for conditional approval of replacement permanent, exterior signage for "Sammy J's Kitchen and Cocktails" (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 16th DAY OF OCTOBER 2019, 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 hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 10-19-19.
4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 10-19-19.

ADOPTED by the Boca Raton Airport Authority, this 16th day of October 2019.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

James R. Nau
Secretary & Treasurer

Melvin Pollack
Chair

UNIVERSAL COUNTY-WIDE/MUNICIPAL BUILDING PERMIT APPLICATION FORM

July 2013 Edition

Approved for use throughout Palm Beach County and Municipalities

FOR OFFICE USE ONLY

FBC Version: _____ Permit Type: _____

Accepted By: _____ Application Date: _____

Application #: _____

1
KIND of PERMIT (CHECK ONE):
 PRIMARY PERMIT
 SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a Primary Permit, complete boxes **1, 3, 4, 5, 6 & 8** only to apply. If not covered under a Primary Permit, complete the entire application to apply.

2
PROPERTY OWNER: PREMIER AVIATION OF BOCA RATON LESSEE
TENANT: Sammy J
ADDRESS: 3900 COMMONWEALTH BLVD **UNIT:** 108
CITY: Tallahassee **STATE:** FL **ZIP:** 32399
PHONE: 5618863227 **FAX:** _____
EMAIL: _____

3
TRADE (CHECK ONE):
 STRUCTURAL ROOFING ELECTRICAL
 MECHANICAL PLUMBING FIRE GAS
 OTHER: _____
PRIMARY PERMIT #: _____


4
PROJECT NAME: Sammy J Signs
PCN: 0 6 - 4 2 - 4 7 - 1 3 - 0 0 - 0 0 - 1 0 4 0
LEGAL DESCRIPTION: 13-47-42 PT OF NE 1/4 LYG E OF I-95 R/W K/A PREMIER AVIATION OF BOCA RATON LEASE PAR
ADDRESS: 3320 Airport Road, Suite 1
CITY: Boca Raton

5
FURTHER WORK DESCRIPTION: Installation of sign cabinet flush to building's south elevation exterior
Type of Work: New Addition Alteration Repair Demo Temporary Other
VALUE: \$4500 **PERMIT FEE:** _____ **NET S.F. (for SFD's):** _____
(SEE FEE SCHEDULE) (AS APPLIES) (AS APPLIES)

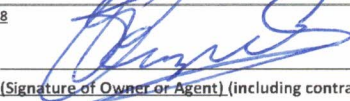
6
 OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)
 CONTRACTOR (CERT. HOLDER): Eric D Ross License #: EC13001766
DBA (COMPANY NAME): Rick Ross Electric **Contact Person:** Eric Ross
ADDRESS: PO Box 244 763 **STE:** _____ **CITY:** Boynton Beach **STATE:** FL **ZIP:** 33424
PHONE: 5612485089 **FAX:** _____ **EMAIL:** rr7wire@gmail.com

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for **ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.**

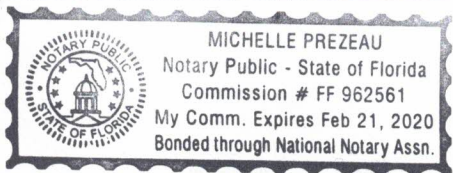
OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

7

(Signature of Owner or Agent) (including contractor)
Print Name: Eric D Ross
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____
(Name of person making statement)

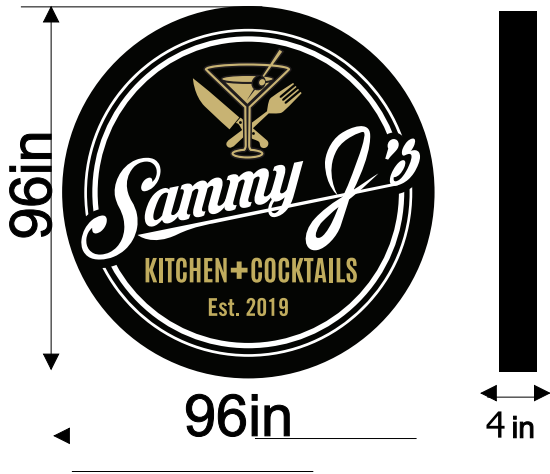
(Signature of Notary Public - State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

8

(Signature of Owner or Agent) (including contractor)
Print Name: SAMIR CHANGELA
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this 26th day of SEPTEMBER, 2019, by _____
(Name of person making statement)

(Signature of Notary Public - State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known OR Produced Identification _____
Type of Identification Produced _____



South Elevation Aluminum Sign Cabinet

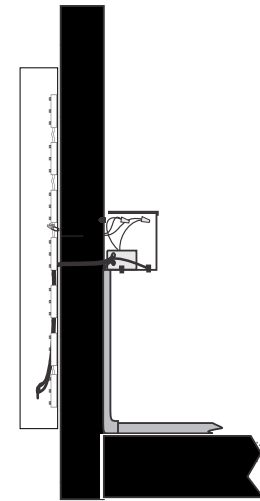


Size Specs
 Proposed SqFt. of Sign
64 sq. ft.
 Building Frontage
100 ft
 17'-6" off Finished Floor

- .090" aluminum face
- .063" returns with welded angle reinforcement.
- polycarbonate fastened with 3M VHB tape with vinyl graphics applied
- .080" back with with 2" x 2" x 1/8" wall angle returns.
- Shoeboxed design
- Led Illumination color white
- Remote box wired to building's existing power supply
- Fastened to wall with appropriate fasteners
- Exposed Aluminum painted black



SOUTH ELEVATION



side view

CONTRACTOR OF RECORD

**Rick Ross
Electric**

CUSTOMER

Sammy's Js

LOCATION

3320 Airport Rd.
Boca Raton, FL
Suite 1

DATE

10/29/2014

DRAWN BY:

JB

SCALE

VARIES

REVISED

1

DRAWING #

1 OF 1

West Elevation Aluminum Sign Cabinet



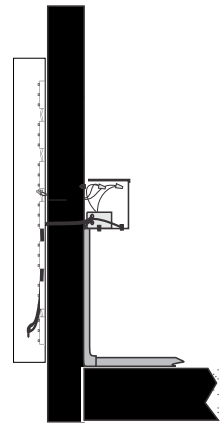
Size Specs

Proposed SqFt. of Sign
64 sq. ft.
 Building Frontage
84 ft
 17'-6" off Finished Floor

- .090" aluminum face
- .063" returns with welded angle reinforcement.
- polycarbonate fastened with 3M VHB tape with vinyl graphics applied
- .080" back with with 2" x 2" x 1/8" wall angle returns.
- Shoeboxed design
- Led Illumination color white
- Remote box wired to building's existing power supply
- Fastened to wall with appropriate fasteners
- Exposed Aluminum painted black



WEST ELEVATION



side view

CONTRACTOR OF RECORD
Rick Ross Electric
CUSTOMER
Sammy's Js
LOCATION
3320 Airport Rd. Boca Raton, FL Suite 1
DATE
10/29/2014
DRAWN BY:
JB
SCALE
VARIES
REVISED
1
DRAWING #
1 OF 1



Memo

To: Melvin Pollack, Chair and Authority Members
From: Robert Abbott, Operations and Finance Analyst
Date: October 16, 2019
RE: **Civil Air Patrol Request**

AGENDA ITEM – VIII - B

Airport management has received a request from the Civil Air Patrol for a donation of \$16,284 to cover the rent of their two hangars from October 2019 through September 2020. The Civil Air Patrol has also requested an additional donation of \$2,475 to cover utilities for the hangars during this time period. This brings the total requested donation to \$18,759. Airport management has budgeted \$18,759 in donations to the Civil Air Patrol for the 2020 fiscal year.

Representatives from CAP will be in attendance at the meeting to answer any questions regarding the 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



1 June 2019

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

Dear Mr. Abbott,

The United States Air Force Auxiliary, Civil Air Patrol (CAP), has been serving the community of Boca Raton since before World War II. Our missions have included everything from bombing German U-Boats off the coast of Florida, to assisting city officials after Hurricanes, to locating missing Boca aircraft and missing persons. We also have a very strong cadet program for youths between the ages of 12 and 21 and an Aerospace Education program to inform the public about the benefits of aviation.

In order to fulfill our missions for the community, we would request the support of the Boca Raton Airport Authority to provide facility space for our local unit. We are currently leasing hangar space on the airport from Boca Aircraft Owners, Inc. in Building 5, Hangars 1 and 1A which expires 30 September 2019. The annual lease for these hangars for FY20 is expected to be \$6,600 (\$550 X 12) for Hangar 1A and \$9,684 (\$807 X 12) for Hangar 1. We would also request funding for utilities in the amount of \$2,474.93.

The Boca Raton Composite Squadron of the United States Air Force Auxiliary, Civil Air Patrol would respectfully request a donation of \$18,758.93 in FY20 to cover the lease of both hangars and utilities from 1 October 2019 to 31 October 2020.

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! 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



Memo

To: Melvin Pollack, Chair and Authority Members

From: Robert Abbott, Operations and Finance Analyst

Date: October 16, 2019

RE: **Operations and Noise Abatement Report, September 2019**

AGENDA ITEM – IX - A

Airport Management provides an overview of the Noise Abatement/Operations Summary for the month of September. This report is derived from the Air Traffic Control Tower operations report.

During the month of September 2019 there were 4,689 operations reported by the Tower, which is an 17% decrease from the operations reported in September 2018.

Deliveries of Jet A fuel to the Airport in September were 36% less than September of the previous year. Avgas deliveries were 1% more than in September 2018. These fuel numbers do not include Signature's deliveries due to the timing of the report.

There were 292 noise calls made by five different households received on the Airport Authority Noise Hotline and Online Noise Reporting Form.

During the month, 109 aircraft cleared Customs from five different countries. There were no vessel clearings. There were 33 afterhours clearings. Of these flights, 19 cleared on Tuesdays and Wednesdays, when the facility is normally closed.

BOCA RATON AIRPORT AUTHORITY

OPERATIONS AND NOISE ABATEMENT REPORT



**SEPTEMBER
2019**

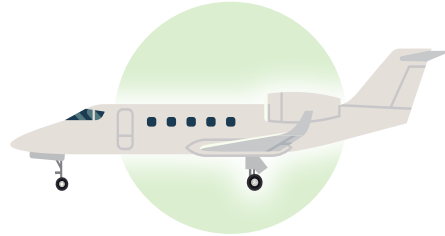
SEPTEMBER 2019

OPERATIONS REPORT



36%

TRAINING



28%

IFR

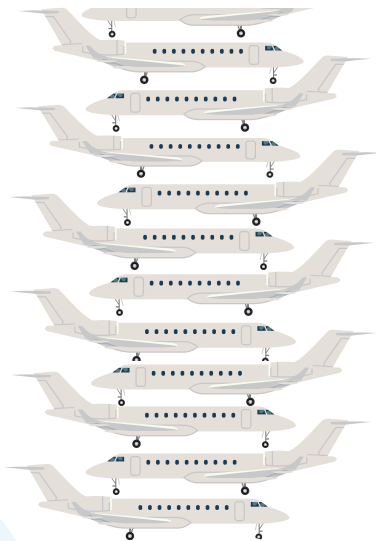


36%

VFR

OPERATIONS BREAKDOWN

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



5,680

SEPTEMBER 2018

-17%



4,689

SEPTEMBER 2019

TOWER OPERATIONS

1 PLANE = 500 OPERATIONS

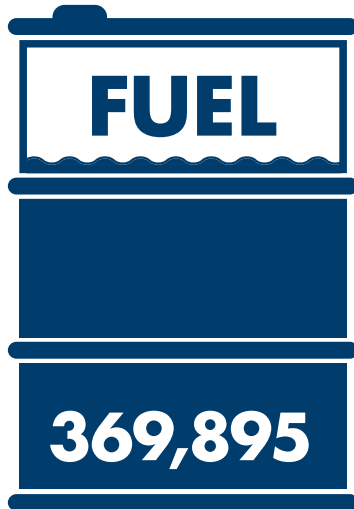
Chart 2: September 2018 operations compared to September 2019 tower operations.

ABBREVIATIONS:

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

SEPTEMBER 2019

OPERATIONS REPORT



GALLONS
SEPTEMBER 2018

-36%



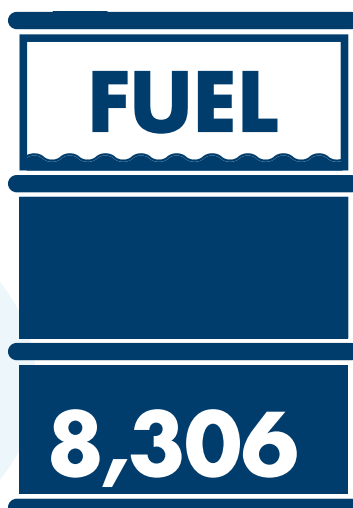
GALLONS
SEPTEMBER 2019

JET A FUEL REPORT

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

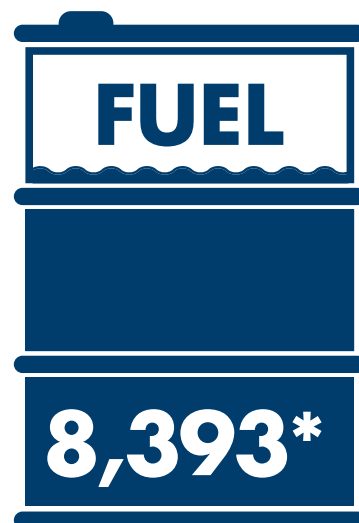
*Fuel flowage numbers do not include Signature's deliveries for the month of September.

Chart 3: Month of September 2018 deliveries of Jet A in gallons compared to September 2019 deliveries of Jet A.



GALLONS
SEPTEMBER 2018

+1%



GALLONS
SEPTEMBER 2019

AVGAS FUEL REPORT

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

*Fuel flowage numbers do not include Signature's deliveries for the month of September.

Chart 4: Month of September 2018 deliveries of Avgas in gallons compared to September 2019 deliveries of Avgas.

SEPTEMBER 2019

NOISE ABATEMENT REPORT

NOISE CONCERNS BY HOUSEHOLD PER QUADRANT

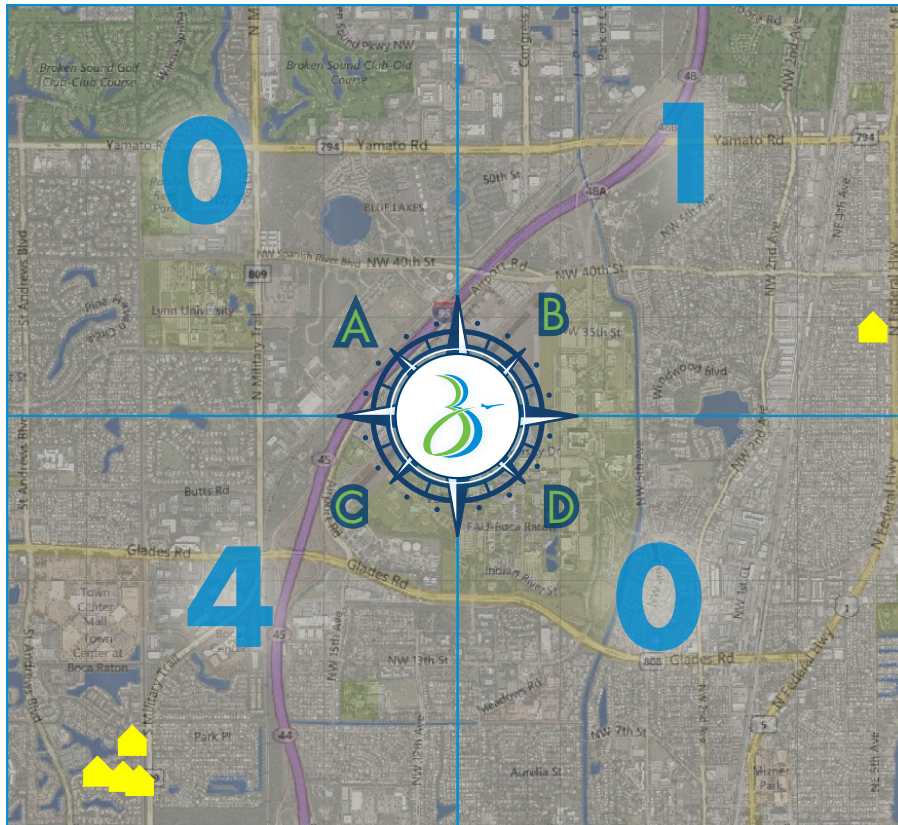


Chart 5: Noise concerns submitted via telephone, email, or on our website are tracked by quadrant where the noise concern occurred in relation to the airport.

NAME	COMMUNITY	QUADRANT	A/D/O/T	RUNWAY	CONCERN	# CALLS
Ross Rosenberg	Wimbledon Villias	C	N/A	N/A	Low and Loud	130
Wolf Lehmkuhl	Wimbledon Villias	C	N/A	N/A	Low and Loud	81
Adam Cogley	Wimbledon Villias	C	N/A	N/A	Low and Loud	72
Donna Lennon	N/A	B	N/A	N/A	Low and Loud	8
Barry Helfanbein	Wimbledon Villias	C	N/A	N/A	Low and Loud	1

Chart 6: List of callers who submitted noise concerns via telephone, email, or on our website during the month of September.

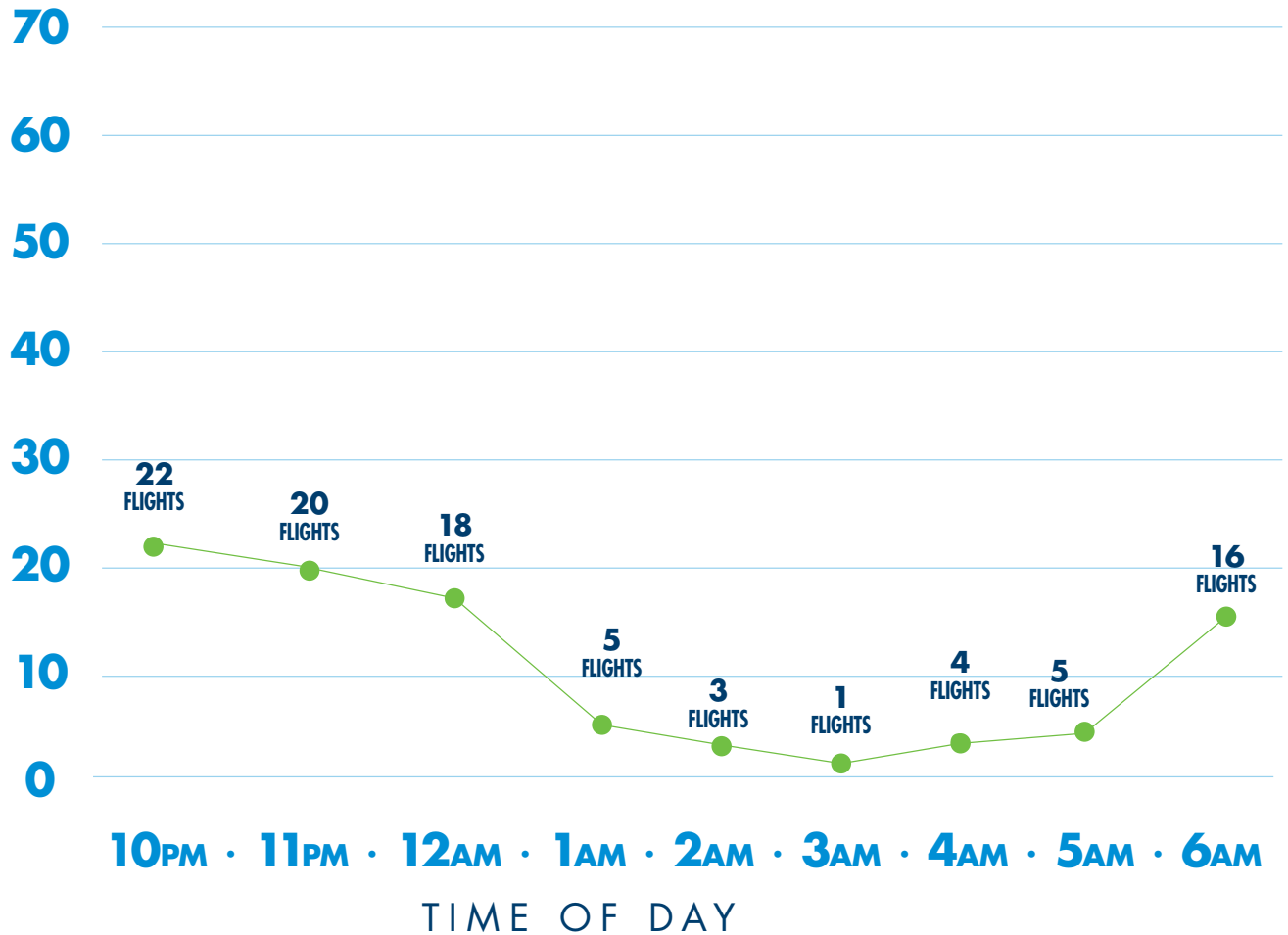
SEPTEMBER 2019

NOISE ABATEMENT REPORT

94

TOTAL NIGHT OPERATIONS

OPERATIONS - MONTHLY CUMMULATIVE TOTAL PER HOUR



NOT FOLLOWING **VOLUNTARY**
CURFEW PROCEDURES

57

OPERATIONS

Chart 7: A voluntary curfew operation is an operation that occurred during our voluntary night curfew from 22:00 – 07:00. Chart breaks down the number of operations per hour during the voluntary curfew period in September 2019.

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT



109

**FLIGHTS &
OPERATIONS**



494

PASSENGERS

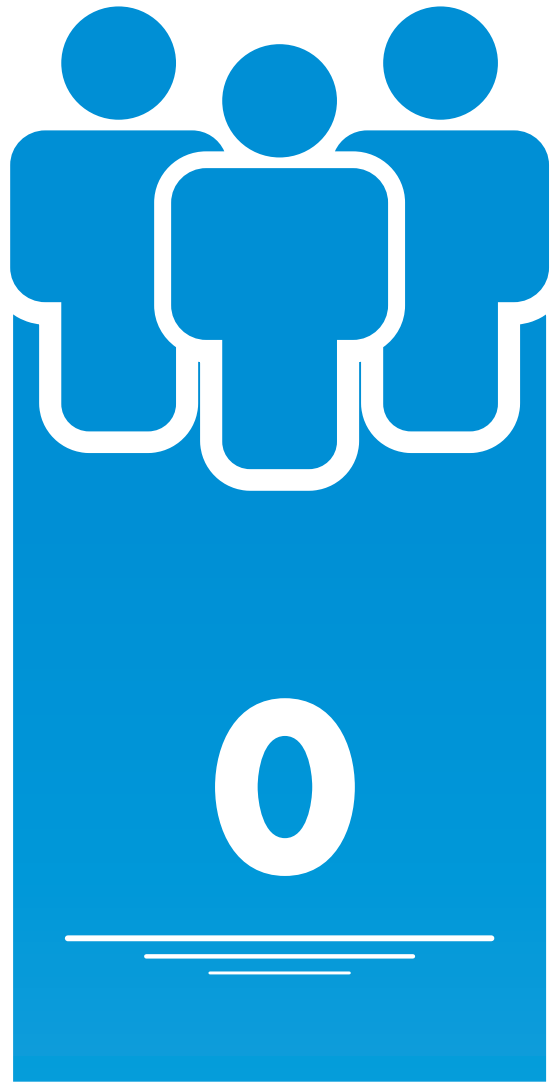
Charts 8 & 9: Total operations ran and total passengers during the month of September 2019.

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT



VESSELS



PASSENGERS

Charts 10 & 11: Total operations ran and total passengers during the month of September 2019.

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT

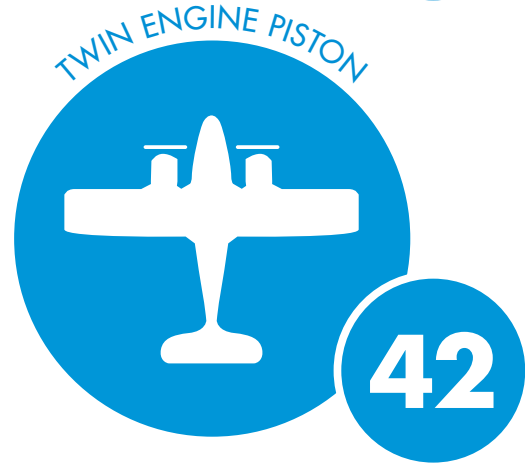
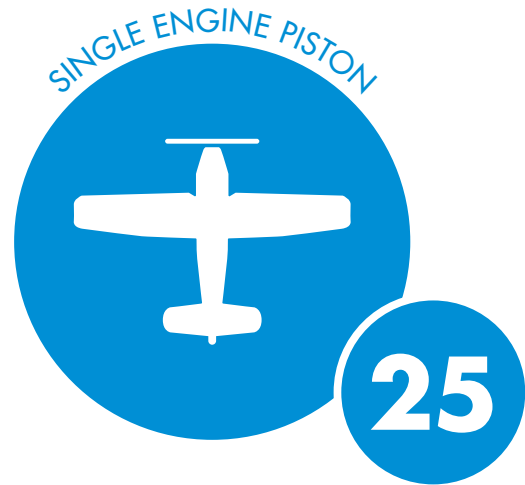


Country	No. of Flights
Bahamas	100
Canada	3
Cayman Islands	3
Costa Rica	2
Dominican Republic	1

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

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT



Charts 15: Total operations by type of aircraft.

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT

AFTERHOURS CUSTOMS CLEARINGS

33

CLEARINGS



0 OUT OF 33

DURING **VOLUNTARY CURFEW**

Chart 16: An afterhours clearing refers to any aircraft who clears Customs outside of their normal hours of operation. These hours are Thursday - Monday from 10:30 - 18:30. This includes all aircraft who clear on Tuesdays and Wednesdays. Voluntary Curfew hours clearings refer to any aircraft who clears customs between the hours of 22:00 – 07:00.

SEPTEMBER 2019

CUSTOMS OPERATIONS REPORT



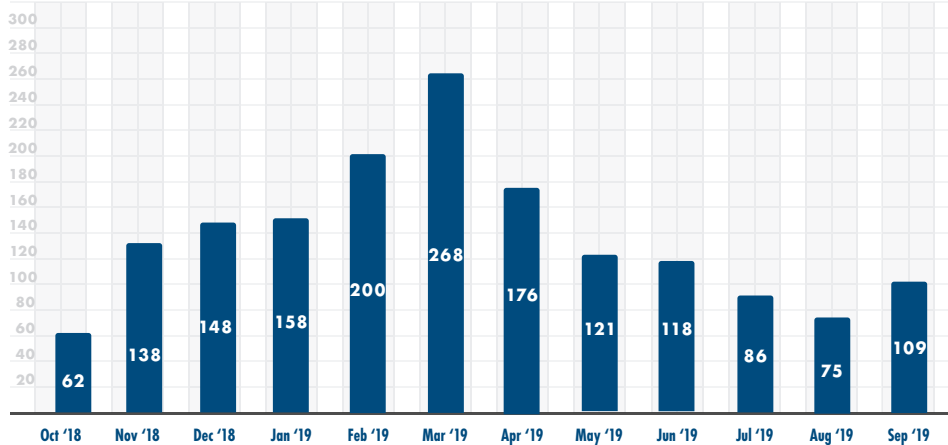
SEPTEMBER 2018



SEPTEMBER 2019

Chart 17: September 2018 total clearings compared to September 2019.

Monthly - Customs Operations





Memo

To: Melvin Pollack, Chair and Board Members

From: Christine Landers, Business Manager

Date: October 16, 2019

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

AGENDA ITEM – IX – B

Airport Management will present a quarterly update on the Corporate Identity and Community Engagement Program.



WEBSITE ANALYTICS

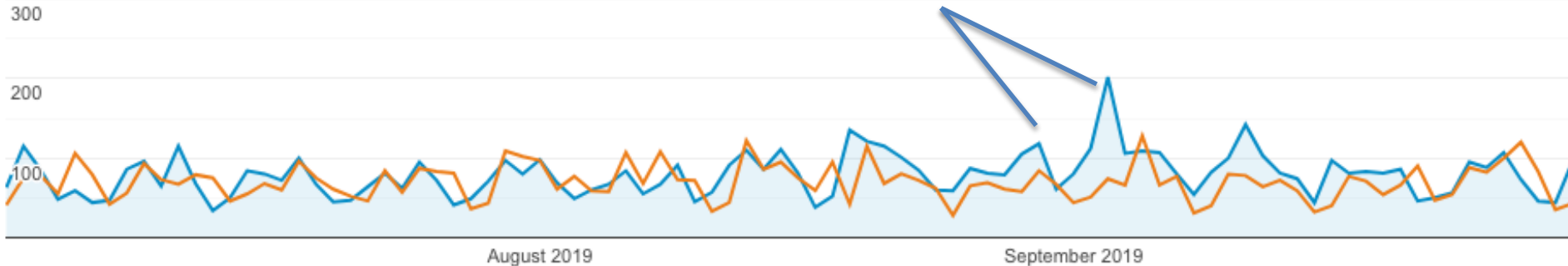
COMMUNITY ENGAGEMENT

Website Analytics – Visitor Traffic

July - September 2019 vs. July – September 2018

Jul 1, 2019 - Sep 30, 2019: ● Users

Jul 1, 2018 - Sep 30, 2018: ● Users



Users

16.98%

6,505 vs 5,561

New Users

18.46%

6,333 vs 5,346

Analysis - In comparison to the previous year's period, traffic has remained stable with definitive increases in users and in NEW users. The major differences in activity is attributed to a quiet summer in 2018 vs. a major hurricane affecting our area in September 2019.



SOCIAL MEDIA ANALYTICS

COMMUNITY ENGAGEMENT

Social Media Analytics

July 1, 2019 – September 30, 2019

compared to April 1, 2019 – June 30, 2019

Facebook Performance Summary

View your key profile performance metrics from the reporting period.

Impressions

240,069 ↗ 2%

Engagements

10,485 ↗ 0.9%

Message Link Clicks

943 ↗ 72.1%

Looking good! Almost a quarter million impressions and engagement over a similar period. This can be attributed to an increase in clicks taking the visitor to other websites from our content.

Social Media Analytics

July 1, 2019 – September 30, 2019

Hurricane Dorian Updates



Audience Metrics	Totals	% Change
Fans	5,613	↗ 0.1%
Net Page Likes	20	↗ 81.8%
Organic Page Likes	75	↗ 29.3%
Paid Page Likes	0	→ 0%
Page Unlikes	55	↗ 17%

The Facebook page continues to increase slightly and maintain a strong number of social media “fans,” totaling over 5,600 over the last 3 months. Net likes over this time is +20 (75 new likes – 55 unlikes).



FABULOUS FOURTH


COMMUNITY ENGAGEMENT

SCOPE

- The Airport once again partnered as a sponsor of the City of Boca Raton's 2019 Fabulous Fourth.

TARGETING




- Primary – All Boca Raton neighboring communities




fabulous
FOURTH
OF JULY CELEBRATION

presented by
City of Boca Raton
RECREATION SERVICES

THURSDAY, JULY 4 | 6:30PM-9:30PM
COUNTESS DE HOERNLE PARK
1000 SPANISH RIVER BLVD, BOCA RATON

SPONSORED IN PART BY:     BOCA RATON AIRPORT

FOR MORE INFO VISIT:
MYBOCA.US/SPECIALEVENTS
 BOCA RATON SPECIAL EVENTS



RESULTS

- **Airport Management was able to meet and greet over 800 residents that call Boca Raton home.**
- **It was great day of Community Engagement.**



BACK TO SCHOOL AND
EMPLOYEE APPRECIATION

COMMUNITY ENGAGEMENT

SCOPE

- To engage Airport employees by showing our appreciation, while also collecting supplies for Spirit of Giving's Back to School Drive
- To engage the community to participate in our annual Back to School Event

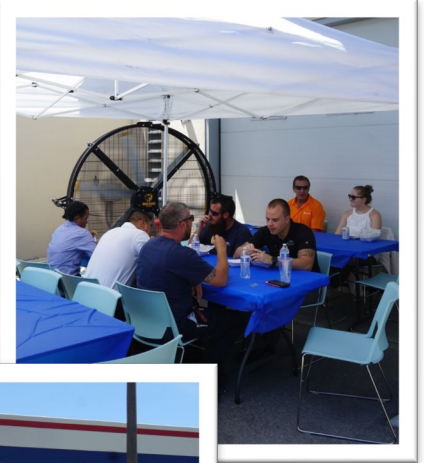
TARGETING

- Primary – All employees at the Airport
- Secondary – Boca Raton neighboring communities willing to give to this cause



PROCESS

- The Airport created separate invites for employees and the community for the event.
- BRAA Administration Building was used as a collection site for all the donations.
- Social media (Facebook) was used to inform the community then direct readers back to the website.



RESULTS

- The Airport collected 100lbs in school supplies.
- The employee appreciation day was well received with 80 employees coming from all over the Airport to participate.



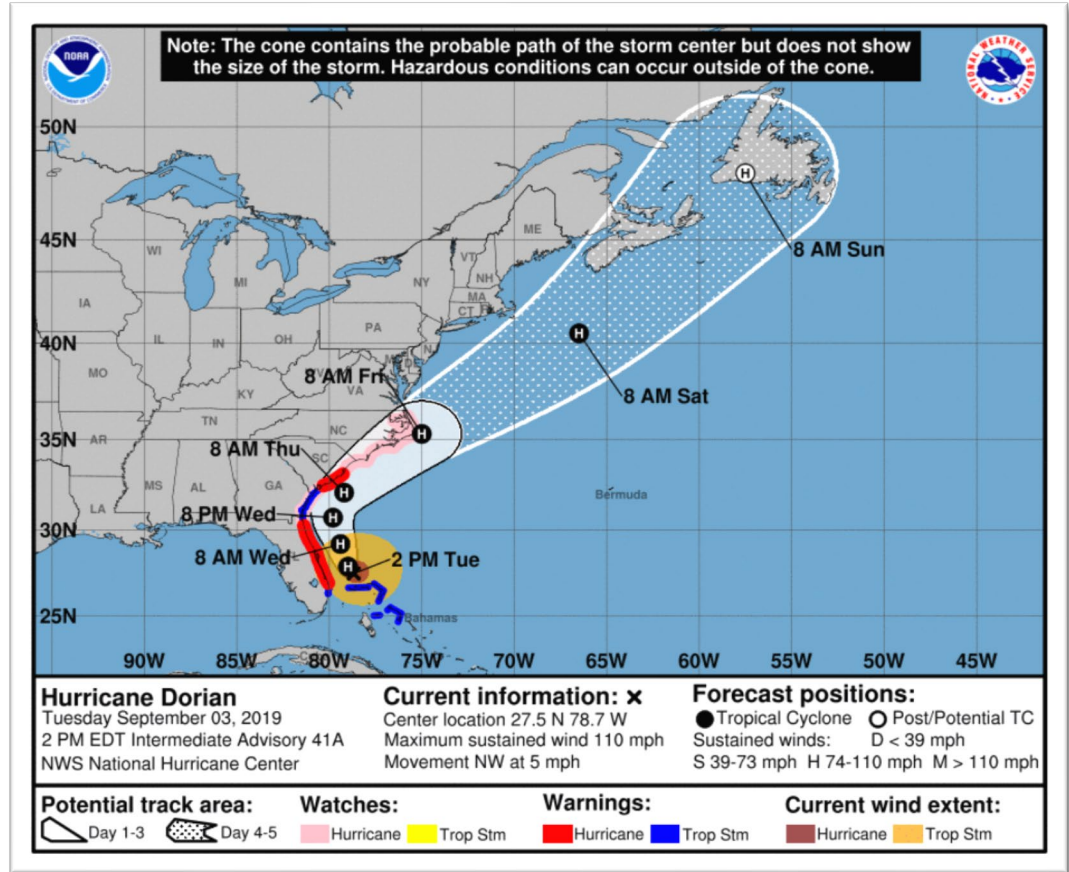


HURRICANE DORIAN
ONLINE COMMUNICATIONS

COMMUNITY ENGAGEMENT

SCOPE

- The BRAA maintained up to date communications on the Airport's status for Hurricane Dorian.
- Upon the storm's passing, the Airport immediately suspended Customs fees for all arrivals until September 18th and extended the suspended fees for arrivals from the Bahamas until November 17th. As of the end of September, \$22,000 in fees have been waived.
- The Airport became a drop off point for hurricane relief supplies.
- A press release was authored and sent to the local media announcing the fee suspensions and relief drop off locations.



RESULTS

- The Airport assisted the community by waiving Customs clearance fees, supporting pilots assisting in humanitarian efforts. Over 100 operations were completed fee free in this relief effort.
- This release had a Local Reach of Voice and was picked up immediately online on the Boca Voice, Boca Tribune and Delray Newspaper along with Aviation industry publications.

The Boca Raton Tribune
Your Closest Neighbor

BOCA RATON FOOTBALL CLUB YOUTH SOCCER ACADEMY

HEADLINES South Florida Will Be Seeing a Rainy Start to the Week

Boca Raton Events Community Columnists Business Entertainment E-Edit

Published On: Fri, Sep 6th, 2019

Boca Raton Airport Resumes Operations After Waiving Customs Fees, Collects Donations for the Community

Boca Raton, FL – Following temporary closures of the Air Traffic Control Tower (ATCT) and Fixed Based Operators (FBO) due to wind speeds brought by Hurricane Dorian, the Boca Raton Airport has resumed normal operations. This includes the Air Traffic Control Tower and U.S. Customs and Border Protection (CBP) facility.

While Boca Raton and the rest of South Florida remained relatively unscathed by the storm, other areas were devastated by more than two days of rain.

In support of the relief effort, the airport is collecting donations for the community. The items needed include extension cords, work gloves, chainsaws and chains, chainsaw bar oil, box fans, tarps, hammers and nails, mosquito nets, tents, solar and battery powered electronics; baby, medical, personal and cleaning supplies; nonperishable and pet food, canned goods, water. Hours for drop-off are 8 a.m. to 4:30 p.m. weekdays at airport administration building, 903 NW 35th St.

Boca Voice
Trending Doctor's Frank update on breast cancer during awareness month
Trending Now Here's where to help Boca's Bahama relief efforts
September 5, 2019
0 Comments 320 1 minute read

RESULTS

- The Airport worked with Privaira and Odyssey Aviation to distribute supplies in conjunction with the Bahamian Government.
- Supplies were also distributed to the residents of Moore's Island, approximately 30 miles from Marsh Harbour, by a resident pilot at the Boca Raton Airport.





UPCOMING EVENTS

COMMUNITY ENGAGEMENT

Breast Cancer Awareness Month



Throughout the month of October, the Boca Raton Airport will be featuring its support in PINK for Breast Cancer Awareness Month.

There will be a blog post and social media posts pushed live throughout the month.

All graphics on the website and social media will be skinned to bring PINK front and center for the month of October.



Supporting Habitat for Humanity Tenant Appreciation | FAU Football

BOCA RATON AIRPORT

THE BOCA RATON AIRPORT PRESENTS THE
TENANT TOUCHDOWN

FAU

The Boca Raton Airport Administration is inviting all airport tenants to join us for some tailgating and football fun as the FAU Owls take on the Marshall Thundering Herd.

In a partnership with FAU Football and Habitat for Humanity, Boca Raton Airport tenants are invited to join us at the game on October 18th, complete with **FREE tickets and pre-game food and drinks.**

OCTOBER 18

FREE TICKETS ARE LIMITED · RSVP BY OCT. 4TH
BOCAAIRPORT.COM/RSVPFAUFOOTBALL

Habitat for Humanity South Palm Beach County | 561.391.2202 · BocaAirport.com | 903 NW 35th Street, Boca Raton, FL 33431

BOCA RATON AIRPORT

BOCA RATON AIRPORT
PROUDLY SUPPORTING
Habitat for Humanity South Palm Beach County
FAU

BOCA RATON AIRPORT | **#HELPINGOURCOMMUNITYSOAR**

In the month of October, the BRAA will be showing its support as a proud community partner, as we sponsor the FAU Owl Athletics. The sponsorship will feature a Helping Our Community Soar message as the Airport brings attention to this great cause.

As part of this sponsorship, the Airport will be inviting tenants to join the BRAA in a special pregame tailgate and then a night of fun at the Oct 18th FAU vs. Marshall football game.

Veterans Day Celebration



FREE EVENTS RESOURCES FOR VETERANS FAMILY FUN

VETERANS DAY CEREMONY

COUNTESS DE HOERNLE PARK

SUNDAY NOV 11 come and join us to honor those who served

9am to 11am ☆ special military tribute free breakfast for vets

VETERANS DAY CONCERT

MIZNER PARK AMPHITHEATER

SUNDAY NOV 11 enjoy a live concert under the stars

7pm to 9pm ☆ featuring FAU's florida wind symphony

City of Boca Raton RECREATION SERVICES for more information, visit myboca.us/specialevents



NOVEMBER:

The Airport will continue supporting the City of Boca Raton's Veterans Day Celebration.

DECEMBER:

The Airport will once again support the Toys for Tots campaign in partnership with Airport Tenants and the local community.



Toys for Tots



TOYS FOR TOTS

U. S. MARINE CORPS RESERVE



NOW COLLECTING UNWRAPPED TOYS

NOV. 1 THROUGH DEC. 3

BRAA ADMINISTRATION BUILDING
903 NW 35TH STREET, BOCA RATON, FL 33431

BOCA RATON AIRPORT 70 YEARS

OR VISIT ONE OF OUR TENANT DROP-OFF LOCATIONS

ATLANTIC Signature SIGNATURE SIGNATURE A BSA Aviation company PRIVAIRA

BAM RIMx FAIRFIELD INN & SUITES FAIRFIELD

561.391.2202 · BOCAAIRPORT.COM



Memo

To: Melvin Pollack, Chair and Board Members
From: Clara Bennett, Executive Director
Date: October 16, 2019
RE: **Boca Raton Airport Scholarship Fund**

AGENDA ITEM – IX – C

Airport Management requests approval to disburse the budgeted amount of \$25,000 to the Boca Raton Airport Scholarship Fund for the purpose of allowing the Fund to continue awarding scholarships to deserving students.



Memo

To: Melvin Pollack, Chair and Board Members

From: Clara Bennett, Executive Director

Date: October 16, 2019

RE: **Wireless Facility Design Standards**

AGENDA ITEM - IX – D

Ms. Amy Petrick, Esquire, Lewis Longman Walker will present the revised Wireless Facility Design Standards.

Airport Management recommends approval of Resolution No. 10-20-19 adopting Wireless Facility Design Standards.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 10-20-19

A Resolution of the Boca Raton Airport Authority adopting Wireless Facility Design Standards

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, and maintenance of, and improvements to the Boca Raton Airport;

WHEREAS, the Authority desires to establish objective Wireless Facility Design Standards (the "Standards") for the location of wireless facilities within the Authority's right-of-way;

WHEREAS, pursuant to Section 337.401, Florida Statutes, a permit is required to install, locate, or relocate a wireless facility in the Authority's right-of-way; and

WHEREAS, the Standards outline such a process, pursuant to Florida Statutes;

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 16th DAY OF OCTOBER 2019, AS FOLLOWS:

- 1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
- 2. The Authority hereby adopts the Wireless Facility Design Standards as provided in Exhibit "A."**
- 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 10-20-19.**
- 4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 10-20-19.**

ADOPTED by the Boca Raton Airport Authority, this 16th day of October 2019.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:

James Nau
Secretary & Treasurer

Melvin Pollack
Chair



Wireless Facility Design Standards

Adopted

October 16, 2019

I. INTRODUCTION, PURPOSE, AND SCOPE

This document is adopted pursuant to the Boca Raton Airport Authority's ("the Authority") power to promulgate rules and regulations, pursuant to Section 5(7), Chapter 2004-468, Laws of Florida, and consistent with section 337.401(7)(r), Florida Statutes (2019), as may be amended.

The purpose of this document is to establish objective design standards for the location of wireless facilities within the Authority's right-of-way. These Design Standards do not relieve wireless applicants from the obligation to obtain any and all other applicable federal, state, or local permits required in connection with the wireless applicant's use of the Property. By applying for a permit, the wireless applicant agrees that it will abide by the requirements of all applicable federal, state, and local laws, ordinances, rules and regulations applicable to the use of the Authority's right-of-way.

II. PERMIT APPLICATION PROCESS

A. Permit Required

1. Pursuant to Section 337.401, Florida Statutes, a permit is required to install, locate, or relocate a wireless facility in the Authority's right-of-way.
2. A permit application shall be submitted with the following information:
 - a. The name of the applicant.
 - b. The name of the contractor(s) that will be installing the facility.
 - c. The type of facility proposed to be installed.
 - d. A schematic and specifications for the proposed facility, including the proposed location of the facility, the dimensions of the proposed facility, whether installation requires trenching or boring within the right-of-way, the height, elevation, color, and design of the facility and included associated equipment, to be installed.
 - e. Confirmation from a qualified professional that the proposed facility will not interfere with radio operations at the Airport, including without limitation radio operations of FAA and Customs and Border Patrol personnel, pilots, tenants, and Fixed Based Operators using Airport facilities. For the purpose of this application requirement, the term "Airport" includes all property included within the Authority's approved Airport Layout Plan, as may be amended from time to time.

B. Permit Application Process

1. The permit application shall be processed in a non-discriminatory and competitively neutral manner without charge.
2. The permit application shall be evaluated for completeness within fourteen (14) days of its receipt.
3. If the permit application is not complete, the applicant shall have thirty days (30) to cure the deficiencies identified by the Authority and resubmit the application. The Executive Director has the authority to determine whether a permit application is complete.
4. Permit applications will be approved or denied by the Authority's Board within sixty (60) days of a complete application, or within thirty (30) days of a revised application, as applicable.

C. Grounds for Denial

1. The Authority may deny a permit to collocate a wireless facility or to place a utility pole in the Authority's right-of-way where:
 - a. The wireless facility or utility pole materially interferes with the safe operation of traffic control equipment.
 - b. The wireless facility or utility pole interferes with sight lines or clear zones for transportation, pedestrians, or public safety purposes, including without limitation, the requirements of the Authority's Airport Layout Plan, Federal Aviation Administration requirements and state and federal grant assurances.
 - c. The wireless facility or utility pole interferes with compliance with the Americans with Disabilities Act or similar federal or state standards regarding pedestrian access or movement.
 - d. The wireless facility or utility pole fails to comply with the 2017 edition of the Florida Department of Transportation Utility Accommodation Manual.
 - e. The wireless facility or utility pole fails to comply with applicable codes.
 - f. The wireless facility or utility pole fails to comply with the objective design standards stated herein.

D. Wireless Facility Height

1. Small wireless facilities shall have a height no greater than ten (10) feet above the utility pole or structure upon which the small wireless facility is to be co-located.
2. The height for a new utility pole shall be limited to the tallest existing utility pole, as of July 1, 2017, within five hundred (500) feet of the new utility pole's proposed location. If no utility pole exists within five hundred (500) feet of the new utility pole's proposed location, the maximum height of the new utility pole shall be fifty (50) feet.

E. Insurance, Indemnification, Abandonment, Liability, and Construction Bonds

1. Any utility pole or small wireless facility that ceases to be used for a period of twelve (12) consecutive months, or longer, shall be deemed abandoned and the Permittee shall be required to remove the pole or facility at the Authority's request.
2. The Permittee shall indemnify, defend, and hold the Authority harmless for damages, losses, or costs that arise due to the acts or omissions of the Permittee, its agents, successors, or assigns.
3. The Permittee shall repair, at its cost, any damage to the right-of-way caused by the installation, location, or re-location of the wireless facility or utility pole, including without limitation damage to the landscaping of the right-of-way.
4. No change in grade or elevations shall be made in the location, installation, or re-location of a small wireless facility or utility pole, unless such changes are expressly permitted in the Permit or are consented to in writing by the Authority.
5. The Authority does not assume responsibility for the ownership, operation, or maintenance of permitted facilities or poles, as a result of granting a Permit under these rules. All Permittees acknowledge as part of filing an application that the responsibility for operation and maintenance of the permitted facility or pole lies solely with the Permittee.

F. Assignment of Permit

1. Permits may not be assigned without the express prior written permission of the Authority.

G. Permit Violations

1. In the event that a Permit condition or requirement is violated, the Authority shall issue a written Notice of Violation to the Permittee and request that the Permittee cure the violation no later than thirty (30) days after the Notice of Violation is issued.

2. If a permit violation is not cured within the thirty (30) day time period, and the Authority has not extended the time for cure in writing at the request of the Permittee, the Permit shall be revoked.

3. Notices of Violation and Permit revocations may be executed by the Authority's Executive Director and appealed to the Authority's Board.

II. DESIGN REQUIREMENTS

A. Replacement of Utility Poles

1. A new utility pole that replaces an existing utility pole shall be of substantially similar design, material, and color to the pole it replaces, unless the new color, material, or design is approved by the Authority as more consistent with the Airport Road beautification project.

B. Small Wireless Facilities and New Utility Poles

1. Small wireless facilities located in the Authority's right-of-way must be concealed or camouflaged, and consistent in color with the utility pole upon which it is located. Wires and cables associated with the small wireless facility should also be concealed or camouflaged.

2. If a small wireless facility is co-located, the small wireless facility should be consistent with the material, design, and color of the other small wireless facility(ies) located on the utility pole upon which the small wireless facility is to be mounted.

3. Ground-mounted components of a small wireless facility should be no farther than fifteen (15) feet from the associated support structure, subject to the operational and safety requirements of the proposed location.

4. A new utility pole must meet the same locational context, color, and material designs of the predominant utility pole type located in the Authority's right-of-way.

C. Requested Placement of Small Wireless Facilities or Proposed Utility Poles for Co-Located Facilities

5. If a permit applicant proposes a location for a small wireless facility or proposed utility facility upon which a co-located wireless facility will be placed that is objectionable to the Authority, the Authority shall notify the permit applicant in writing within fourteen (14) days of the application and the parties shall commence a thirty (30) day negotiation period to determine whether the facility or pole can be reasonably relocated. The Executive Director has the authority to notify the permit applicant of the Authority's desire to negotiate and to conduct negotiations on behalf of the Authority.

6. If the alternative location is accepted by the permit applicant, the permit applicant shall notify the Authority and the application shall be deemed granted.

1. If agreement is not reached within the thirty (30) day negotiation period, the permit applicant shall notify the Authority and the Authority shall grant or deny the original application within ninety (90) days after the date the application was originally filed.



Wireless Facility Design Standards

Adopted

October 16, 2019

I. INTRODUCTION, PURPOSE, AND SCOPE

This document is adopted pursuant to the Boca Raton Airport Authority's ("the Authority") power to promulgate rules and regulations, pursuant to Section 5(7), Chapter 2004-468, Laws of Florida, and consistent with section 337.401(7)(r), Florida Statutes (2019), as may be amended.

The purpose of this document is to establish objective design standards for the location of wireless facilities within the Authority's right-of-way. These Design Standards do not relieve wireless applicants from the obligation to obtain any and all other applicable federal, state, or local permits required in connection with the wireless applicant's use of the Property. By applying for a permit, the wireless applicant agrees that it will abide by the requirements of all applicable federal, state, and local laws, ordinances, rules and regulations applicable to the use of the Authority's right-of-way.

II. PERMIT APPLICATION PROCESS

A. Permit Required

1. Pursuant to Section 337.401, Florida Statutes, a permit is required to install, locate, or relocate a wireless facility in the Authority's right-of-way.
2. A permit application shall be submitted with the following information:
 - a. The name of the applicant.
 - b. The name of the contractor(s) that will be installing the facility.
 - c. The type of facility proposed to be installed.
 - d. A schematic and specifications for the proposed facility, including the proposed location of the facility, the dimensions of the proposed facility, whether installation requires trenching or boring within the right-of-way, the height, elevation, color, and design of the facility and included associated equipment, to be installed.
 - e. Confirmation from a qualified professional that the proposed facility will not interfere with radio operations at the Airport, including without limitation radio operations of FAA and Customs and Border Patrol personnel, pilots, tenants, and Fixed Based Operators using Airport facilities. For the purpose of this application requirement, the term "Airport" includes all property included within the Authority's approved Airport Layout Plan, as may be amended from time to time.

B. Permit Application Process

1. The permit application shall be processed in a non-discriminatory and competitively neutral manner without charge.

2. The permit application shall be evaluated for completeness within fourteen (14) days of its receipt.

3. If the permit application is not complete, the applicant shall have thirty days (30) to cure the deficiencies identified by the Authority and resubmit the application. The Executive Director has the authority to determine whether a permit application is complete.

4. Permit applications will be approved or denied by the Authority's Board within sixty (60) days of a complete application, or within thirty (30) days of a revised application, as applicable.

C. Grounds for Denial

1. The Authority may deny a permit to collocate a wireless facility or to place a utility pole in the Authority's right-of-way where:

- a. The wireless facility or utility pole materially interferes with the safe operation of traffic control equipment.
- b. The wireless facility or utility pole interferes with sight lines or clear zones for transportation, pedestrians, or public safety purposes, including without limitation, the requirements of the Authority's Airport Layout Plan, Federal Aviation Administration requirements and state and federal grant assurances.
- c. The wireless facility or utility pole interferes with compliance with the Americans with Disabilities Act or similar federal or state standards regarding pedestrian access or movement.
- d. The wireless facility or utility pole fails to comply with the 2017 edition of the Florida Department of Transportation Utility Accommodation Manual.
- e. The wireless facility or utility pole fails to comply with applicable codes.
- f. The wireless facility or utility pole fails to comply with the objective design standards stated herein.

D. Wireless Facility Height

1. Small wireless facilities shall have a height no greater than ten (10) feet above the utility pole or structure upon which the small wireless facility is to be co-located.

2. The height for a new utility pole shall be limited to the tallest existing utility pole, as of July 1, 2017, within five hundred (500) feet of the new utility pole's proposed location. If no utility pole exists within five hundred (500) feet of the new utility pole's proposed location, the maximum height of the new utility pole shall be fifty (50) feet.

E. Insurance, Indemnification, Abandonment, Liability, and Construction Bonds

1. Any utility pole or small wireless facility that ceases to be used for a period of twelve (12) consecutive months, or longer, shall be deemed abandoned and the Permittee shall be required to remove the pole or facility at the Authority's request.

2. The Permittee shall indemnify, defend, and hold the Authority harmless for damages, losses, or costs that arise due to the acts or omissions of the Permittee, its agents, successors, or assigns.

3. The Permittee shall repair, at its cost, any damage to the right-of-way caused by the installation, location, or re-location of the wireless facility or utility pole, including without limitation damage to the landscaping of the right-of-way.

4. No change in grade or elevations shall be made in the location, installation, or re-location of a small wireless facility or utility pole, unless such changes are expressly permitted in the Permit or are consented to in writing by the Authority.

5. The Authority does not assume responsibility for the ownership, operation, or maintenance of permitted facilities or poles, as a result of granting a Permit under these rules. All Permittees acknowledge as part of filing an application that the responsibility for operation and maintenance of the permitted facility or pole lies solely with the Permittee.

F. Assignment of Permit

1. Permits may not be assigned without the express prior written permission of the Authority.

G. Permit Violations

1. In the event that a Permit condition or requirement is violated, the Authority shall issue a written Notice of Violation to the Permittee and request that the Permittee cure the violation no later than thirty (30) days after the Notice of Violation is issued.

2. If a permit violation is not cured within the thirty (30) day time period, and the Authority has not extended the time for cure in writing at the request of the Permittee, the Permit shall be revoked.

3. Notices of Violation and Permit revocations may be executed by the Authority's Executive Director and appealed to the Authority's Board.

III. DESIGN REQUIREMENTS

A. Replacement of Utility Poles

1. A new utility pole that replaces an existing utility pole shall be of substantially similar design, material, and color to the pole it replaces, unless the new color, material, or design is approved by the Authority as more consistent with the Airport Road beautification project.

B. Small Wireless Facilities and New Utility Poles

1. Small wireless facilities located in the Authority's right-of-way must be concealed or camouflaged, and consistent in color with the utility pole upon which it is located. Wires and cables associated with the small wireless facility should also be concealed or camouflaged.

2. If a small wireless facility is co-located, the small wireless facility should be consistent with the material, design, and color of the other small wireless facility(ies) located on the utility pole upon which the small wireless facility is to be mounted.

3. Ground-mounted components of a small wireless facility should be no farther than fifteen (15) feet from the associated support structure, subject to the operational and safety requirements of the proposed location.

4. A new utility pole must meet the same locational context, color, and material designs of the predominant utility pole type located in the Authority's right-of-way.

C. Requested Placement of Small Wireless Facilities or Proposed Utility Poles for Co-Located Facilities

1. If a permit applicant proposes a location for a small wireless facility or proposed utility facility upon which a co-located wireless facility will be placed that is objectionable to the Authority, the Authority shall notify the permit applicant in writing within fourteen (14) days of the application and the parties shall commence a thirty (30) day negotiation period to determine whether the facility or pole can be reasonably relocated. The Executive Director has the authority to notify the permit applicant of the Authority's desire to negotiate and to conduct negotiations on behalf of the Authority.

2. If the alternative location is accepted by the permit applicant, the permit applicant shall notify the Authority and the application shall be deemed granted.

3. If agreement is not reached within the thirty (30) day negotiation period, the permit applicant shall notify the Authority and the Authority shall grant or deny the original application within ninety (90) days after the date the application was originally filed.



Memo

To: Melvin Pollack, Chair and Board Members

From: Christine Landers, Business Manager

Date: October 16, 2019

RE: **Boca Raton Airport Authority's 2020 Meeting Schedule**

AGENDA ITEM – X - A

Airport Management will present the 2020 Airport Authority Regular Meeting schedule.

