

# BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, November 20, 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, November 20, 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](http://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 October 16, 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 October 2019 Financial Report.

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

**VIII. TENANT REPORTS AND REQUESTS**

A. Signature Flight Support Special Event Request.

Consider Resolution No. 11-21-19 of the Boca Raton Airport Authority granting conditional approval to Signature Flight Support Corporation's request to host a Special Event on their leasehold premises for the Boca Chamber Professionals Under Forty (Pulse) Meets the Boca Chamber Board of Directors Event on January 21, 2020.

B. Atlantic Aviation Special Event Request.

Consider Resolution No. 11-22-19 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation's request to host a Special Event on their leasehold premises for the Concours d'Elegance/DuPont Registry, scheduled for February 7, 2020.

**IX. EXECUTIVE DIRECTOR AND STAFF REPORTS**

A. Presentation on the Aero-Flex Pre-apprenticeship program by Michael Corbit, Assistant Vice President of Business Services, CareerSource Palm Beach County.

B. Noise Abatement/Operations Summary for the month of October 2019.

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

A. Filing of Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers by Mr. Fogel.

**XI. PUBLIC COMMENT**

**XII. OTHER BUSINESS**

**XIII. MISCELLANEOUS**

The next meeting is scheduled for December 18, 2019 at 2:00 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  
October 16, 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            |
| James R. Nau   | Secretary/Treasurer   |
| Cheryl Budd    | Board Member          |
| Mitchell Fogel | Board Member          |
| Gene Folden    | Board Member          |
| Bob Tucker     | Board Member - ABSENT |

**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](http://www.bocaairport.com) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the September 18, 2019 Regular Meeting was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.**

**AGENDA CHANGES**

Mr. Pollack indicated there would be two agenda changes, moving Items IX-C and VIII-B to the beginning of the meeting.

**PUBLIC REQUESTS**

Mr. Devin Lawrence, General Manager, Atlantic Aviation introduced Mr. Joseph Therrien as the new General Manager for Atlantic Aviation at the Boca Raton Airport and indicated

that he would be transferring to Palm Beach International Airport. Mr. Lawrence thanked the Board and Airport Management for their continued support and leadership.

### **CONSENT AGENDA**

There were no items on the consent agenda.

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

There was no federal, state or municipal input.

Ms. Bennett introduced Item IX-C, a request to distribute funds for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund.

Mr. Tim Snow, President, George Snow Scholarship Fund, provided an update on the current scholarship recipients.

**A MOTION to approve the distribution of funds for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Abbott presented Item VIII-B, a request from the Civil Air Patrol for a donation in the amount of \$18,759 to cover the cost of their hangar rental and utilities from October 1, 2019 until September 30, 2020.

Mr. Pollack stated that supporting the Civil Air Patrol is one of the best things the Airport Authority could do.

Lt. Col. Michael Harding, Civil Air Patrol, thanked the Board for their support.

**A MOTION to approve the distribution of funds to the Civil Air Patrol was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.**

### **FINANCIAL REPORT**

Ms. Camilo presented the Financial Report for September 2019.

Mr. Pollack inquired whether all of the overtime invoices have been received from Customs. Ms. Bennett advised that the Airport is now current on all overtime billing from Customs.

Mr. Nobles inquired as to when the audit would start. Ms. Camilo stated that the auditors would be on-site in March, but coordination of final dates with the auditor was still pending.

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

## **TENANT REPORTS AND REQUESTS**

Mr. Kohut presented a request from Premier Aviation of Boca Raton, LLC for conditional approval for permanent, exterior signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails.

Mr. Folden inquired as to the status of review by the City's Community Appearance Board.

Mr. Samir Changela, Samkin TK, LLC, advised the Board that upon Airport Authority approval the item would be submitted to the Community Appearance Board for review. Mr. Changela stated that he does not expect any problems with regards to the sign obtaining approval from the City. Additionally, Mr. Changela invited the Board to the grand opening of Sammy J's Kitchen and Cocktails to be held on October 24, 2019.

Mr. Fogel advised the Board that he would abstain from the discussion and vote on Item VIII-A granting conditional approval for signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails, as he, prior to his appointment on the Board, represented Samkin TK, LLC in legal matters. The Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers filed by Mr. Fogel is incorporated into the Minutes of the Meeting for the record.

**A MOTION to approve Resolution No. 10-19-19 of the Boca Raton Airport Authority authorizing conditional approval of Premier Aviation of Boca Raton, LLC for permanent, exterior signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried with Mr. Pollack, Mr. Nobles, Mr. Nau, Mr. Tucker, Mr. Folden and Ms. Budd voting yes. Mr. Fogel abstained from voting.**

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

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

Mr. Pollack requested an update on the Board request to waive the Customs user fees for arrivals from the Bahamas. Ms. Bennett advised the Board the kiosk software was updated following the previous Board Meeting and is set to waive Customs user fees for arrivals from the Bahamas.

Mr. Folden advised the Board that the current humanitarian effort in the Bahamas is focused on the Abaco Islands, and portions of the Grand Bahamas. Mr. Folden suggested that the Board modify the recommendation of waiving fees for only the affected areas in the Bahamas.

**A MOTION to modify the previously approved Customs user fee waiver to encompass only the affected areas of the Bahamas, by way of a predetermined list**

**of approved Airports, was made by Mr. Folden. The Motion was not considered for lack of a second.**

Ms. Budd inquired as to how the Airport would be able to distinguish between humanitarian flights and non-humanitarian flights.

A discussion ensued.

Ms. Bennett clarified that the current Customs user fee waiver is in place for all arrivals from the Bahamas until November 18th.

Ms. Budd suggested that the Board keep the waiver that is currently approved in place until November 18<sup>th</sup>, at which time the Board can then discuss future actions.

Mr. Fogel inquired as to what is being done at other airports. Ms. Bennett stated that other airports waived landing fees and provided fuel discounts immediately following the storm, but that she is not aware of what other airports are doing currently.

The Board agreed to continue waiving the fees for all arrivals from the Bahamas as previously approved, and to discuss the item further when the original waiver expires.

Ms. Landers provided an update on the Airport's Corporate Identity and Community Engagement Program.

Ms. Petrick presented the proposed Wireless Facility Design Standards.

Mr. Folden requested clarification as to whether Section II.C addresses the applicant's responsibility to cure possible RF interference between their equipment and Airport facilities both now and in the future.

A discussion ensued.

Mr. Folden requested that Section I of the Wireless Facility Design Standards be amended to include the agreement by the applicant to abide by the Airport Layout Plan.

**A MOTION to approve Resolution No. 10-20-19 of the Boca Raton Airport Authority adopting Wireless Facility Design Standards, as amended, was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.**

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

Ms. Bennett presented the 2020 Board Meeting Schedule.

Mr. Fogel cited a scheduling conflict with regards to the December 18, 2019 meeting. Ms. Landers stated she will contact the City Clerk's Office to inquire about an alternative time for the meeting.

**PUBLIC INPUT**

There was no public input.

**OTHER BUSINESS**

There was no other business.

**MISCELLANEOUS**

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

**ADJOURNMENT**

Meeting adjourned at 6:53 p.m.

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Mitchell Fogel, Chair

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Date





# Memo

To: Melvin Pollack, Chair and Board Members  
From: Ariadna Camilo, Finance and Administration Manager  
Date: November 20, 2019  
RE: **Financial Report – October 2019**

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## **AGENDA ITEM – VII – A**

Airport Management and the Secretary/Treasurer will provide an overview of the Financial Report for the month ending October 31, 2019.

Total Operating Revenues as of October 31, 2019 were \$446,014 a decrease of \$24,778 or 5.3% to budget. This decrease in revenue year to date is attributable to the seasonal nature of Fuel Flowage Revenue, which we anticipate will normalize as the year progresses, and the Customs Facility User Fee waiver. Customs Facility Revenue waived for the month of October in support of Hurricane Dorian Relief effort was \$10,460.

Total Non-Operating Revenues and Capital Contributions as of October 31, 2019 were \$0.

Total Operating Expenses as of October 31, 2019 were \$304,112 a decrease of \$9,472 or 3.0% compared to budget. Significant variances in expenses compared to budget for the month ending October 31, 2019 are as follows:

- Airport Operations expenditures are up \$11,226 or 25.4% to budget, primarily due to a one-time expense for the Runway Restriping and Rubber Removal project completed in October.
- Marketing and Special Event expenditures are up \$38,616 or 242.6% to budget, primarily due to one-time expenses for sponsorships and the BRAA Scholarship contribution made in October.
- Project expenditures are down \$63,042 or 100.0% to budget, primarily due to the ATCT rehabilitation project.

- Professional Services are up \$3,416 or 22.7% to budget. 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 | \$ 16,912 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 16,912 |
| BOARD   | \$ 676    | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 676    |
| TASK 63 | \$ 3,238  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,238  |

Total Capital Expenditures as of October 31, 2019 were \$3,238. The majority of Capital Expenditures were attributable to Task 63 – Storm Drainage System Upgrades of the Capital Improvement Program. Of the total \$3,238 in Capital Expenditures, \$3,238 were attributable to project-related legal fees, while \$0 were attributable to Capital Outlay.



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Month Ending October 31, 2019**  
(unaudited)

**Summary Results**

|  | FY 2020<br>Annual<br>Budget | FY 2020<br>October<br>Actual | FY 2020<br>October<br>Budget | Variance<br>FY 2020 Actual vs. Budget |               |
|--|-----------------------------|------------------------------|------------------------------|---------------------------------------|---------------|
|  |                             |                              |                              | Dollars                               | Percent       |
| Operating Revenues                                     | \$ 5,649,500                | \$ 446,014                   | \$ 470,792                   | \$ (24,778)                           | -5.3%         |
| Operating Expenses                                     | \$ 3,763,000                | \$ 304,112                   | \$ 313,583                   | \$ (9,472)                            | -3.0%         |
| <b>Operating Income/(Loss)<br/>before Depreciation</b> | <b>\$ 1,886,500</b>         | <b>\$ 141,902</b>            | <b>\$ 157,208</b>            | <b>\$ (15,306)</b>                    | <b>-9.7%</b>  |
| Depreciation   | \$ 1,955,000                | \$ 162,917                   | \$ 162,917                   | \$ -                                  | 0.0%          |
| <b>Net Operating Income/(Loss)</b>                     | <b>\$ (68,500)</b>          | <b>\$ (21,014)</b>           | <b>\$ (5,708)</b>            | <b>\$ (15,306)</b>                    | <b>268.1%</b> |
| Non-Operating Revenues                                 | \$ 605,200                  | \$ -                         |                              |                                       |               |
| <b>Income/(Loss)<br/>before Capital Contributions</b>  | <b>\$ 536,700</b>           | <b>\$ (21,014)</b>           |                              |                                       |               |
| Capital Contributions<br>from State and Federal Grants | \$ 3,675,000                | \$ -                         |                              |                                       |               |
| <b>Change in Net Position</b>                          | <b>\$ 4,211,700</b>         | <b>\$ (21,014)</b>           |                              |                                       |               |



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Month Ending October 31, 2019**  
(unaudited)

**Revenue Summary**

|                                      | FY 2020<br>Annual<br>Budget | FY 2020<br>October<br>Actual | FY 2020<br>October<br>Budget | Variance<br>FY 2020 Actual vs. Budget |              |
|--------------------------------------|-----------------------------|------------------------------|------------------------------|---------------------------------------|--------------|
|                                      |                             |                              |                              | Dollars                               | Percent      |
| Rent Revenue                         | \$ 4,112,300                | \$ 346,375                   | \$ 342,692                   | \$ 3,683                              | 1.1%         |
| Fuel Flowage Fees                    | \$ 800,000                  | \$ 54,462                    | \$ 66,667                    | \$ (12,204)                           | -18.3%       |
| Customs Facility Revenue             | \$ 480,000                  | \$ 11,105                    | \$ 40,000                    | \$ (28,895)                           | -72.2%       |
| Interest Income                      | \$ 210,000                  | \$ 19,611                    | \$ 17,500                    | \$ 2,111                              | 12.1%        |
| Other Revenue                        | \$ 47,200                   | \$ 14,461                    | \$ 3,933                     | \$ 10,528                             | 267.7%       |
| <b>Total Operating Revenues</b>      | <b>\$ 5,649,500</b>         | <b>\$ 446,014</b>            | <b>\$ 470,792</b>            | <b>\$ (24,778)</b>                    | <b>-5.3%</b> |
| FDOT Grants                          | \$ 605,200                  | \$ -                         |                              |                                       |              |
| <b>Non-Operating Revenues</b>        | <b>\$ 605,200</b>           | <b>\$ -</b>                  |                              |                                       |              |
| FDOT Grants                          | \$ 1,425,000                | \$ -                         |                              |                                       |              |
| FAA Grants                           | \$ 2,250,000                | \$ -                         |                              |                                       |              |
| <b>Capital Contributions</b>         | <b>\$ 3,675,000</b>         | <b>\$ -</b>                  |                              |                                       |              |
| <b>from State and Federal Grants</b> |                             |                              |                              |                                       |              |



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Month Ending October 31, 2019**  
(unaudited)

**Expense Summary**

|                                   | FY 2020<br>Annual<br>Budget | FY 2020<br>October<br>Actual | FY 2020<br>October<br>Budget | Variance<br>FY 2020 Actual vs. Budget |              |
|-----------------------------------|-----------------------------|------------------------------|------------------------------|---------------------------------------|--------------|
|                                   |                             |                              |                              | Dollars                               | Percent      |
| Personnel Expenses                | \$ 1,213,900                | \$ 110,844                   | \$ 101,158                   | \$ 9,685                              | 9.6%         |
| Professional Services             | \$ 180,500                  | \$ 18,458                    | \$ 15,042                    | \$ 3,416                              | 22.7%        |
| Office Operating Expenses         | \$ 316,200                  | \$ 29,894                    | \$ 26,350                    | \$ 3,544                              | 13.4%        |
| Airport Operations                | \$ 530,100                  | \$ 55,401                    | \$ 44,175                    | \$ 11,226                             | 25.4%        |
| Insurance Expense                 | \$ 171,300                  | \$ 14,149                    | \$ 14,275                    | \$ (126)                              | -0.9%        |
| ATCT Facility                     | \$ 80,500                   | \$ 1,705                     | \$ 6,708                     | \$ (5,003)                            | -74.6%       |
| Customs Facility                  | \$ 323,000                  | \$ 19,129                    | \$ 26,917                    | \$ (7,788)                            | -28.9%       |
| Marketing & Special Events        | \$ 191,000                  | \$ 54,533                    | \$ 15,917                    | \$ 38,616                             | 242.6%       |
| Projects                          | \$ 756,500                  | \$ -                         | \$ 63,042                    | \$ (63,042)                           | -100.0%      |
| <b>Total Operating Expenses</b>   | <b>\$ 3,763,000</b>         | <b>\$ 304,112</b>            | <b>\$ 313,583</b>            | <b>\$ (9,472)</b>                     | <b>-3.0%</b> |
| Capital Outlay                    | \$ 44,000                   | \$ -                         |                              |                                       |              |
| Capital Improvement Program       | \$ 4,125,000                | \$ 3,238                     |                              |                                       |              |
| <b>Total Capital Expenditures</b> | <b>\$ 4,169,000</b>         | <b>\$ 3,238</b>              |                              |                                       |              |



**Boca Raton Airport Authority**  
**Balance Sheet Summary**  
**October 31, 2019**  
(unaudited)

**Summary Results**

| ASSETS                              |                      | LIABILITIES AND CAPITAL                |                      |
|-------------------------------------|----------------------|--|----------------------|
| Current Assets                      |                      | Current Liabilities                    |                      |
| Cash and Cash Equivalents           | \$ 645,117           | Accounts Payable                       | \$ 230,530           |
| Receivables                         | \$ 123,148           | Due to Other Governments               | \$ -                 |
| Due From Other Governments          | \$ 14,010            | Compensated Absences, short-term       | \$ 39,264            |
| Money Markets                       | \$ -                 | Deferred Rent Income                   | \$ 92,636            |
| Certificates of Deposit             | \$ 9,791,215         |  |                      |
| Certificates of Deposit, Restricted | \$ 183,185           | <b>Total Current Liabilities</b>       | <b>\$ 362,430</b>    |
| Other Assets                        | \$ 193,562           |  |                      |
| <b>Total Current Assets</b>         | <b>\$ 10,950,237</b> | Non-Current Liabilities                |                      |
|                                     |                      | Security Deposits                      | \$ 167,879           |
| Non-Current Assets                  |                      | Compensated Absences, long-term        | \$ -                 |
| Rent Receivable                     | \$ 441,242           | <b>Total Non-Current Liabilities</b>   | <b>\$ 167,879</b>    |
| Capital Assets                      |                      |  |                      |
| Land                                | \$ 1,791,886         | <b>Total Liabilities</b>               | <b>\$ 530,310</b>    |
| Avigation Easements                 | \$ 4,835,961         |  |                      |
| Project in Progress                 | \$ 1,270,746         | Capital                                |                      |
| Buildings                           | \$ 11,526,229        | Florida Operations Trust Fund          | \$ 267,950           |
| Land Procurement                    | \$ 955,070           | Retained Earnings                      | \$ 40,674,553        |
| Leasehold Improvements              | \$ 9,311,308         | Contributed Capital - Federal          | \$ 317,029           |
| Furniture, Fixtures, and Equipment  | \$ 2,805,210         | Contributed Capital - State            | \$ 6,430,281         |
| Infrastructure                      | \$ 26,088,620        | Net Income                             | \$ (21,014)          |
| Less Accumulated Depreciation       | \$ (21,777,400)      |  |                      |
| <b>Total Non-Current Assets</b>     | <b>\$ 37,248,872</b> | <b>Total Capital</b>                   | <b>\$ 47,668,799</b> |
| <b>Total Assets</b>                 | <b>\$ 48,199,109</b> | <b>Total Liabilities &amp; Capital</b> | <b>\$ 48,199,109</b> |



# Memo

To: Melvin Pollack, Chair and Authority Members

From: Travis Bryan, Operations Manager

Date: November 20, 2019

RE: **Signature Flight Support – Boca Chamber Professionals Under Forty  
(PULSE) Meets the Boca Chamber Board of Directors**

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## **AGENDA ITEM – VIII - A**

Airport Management has received a request from Signature Flight Support to host the Boca Chamber Professionals Under Forty (Pulse) Meets the Boca Chamber Board of Directors networking event on January 21, 2020. This reception-style event will be held in Hangar One on Signature's leasehold and will have about 90 people in attendance.

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 approval of Resolution No. 11-21-19 of the Boca Raton Airport Authority authorizing conditional approval for Signature Flight Support Corporation to host the Boca Chamber Professionals under Forty Meets the Boca Chamber Board of Directors network event on January 21, 2020 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 11-21-19**

**A Resolution of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Boca Chamber Professionals Under Forty (Pulse) Meets the Boca Chamber Board of Directors Event on January 21, 2020.**

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

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

**WHEREAS**, the Authority received a letter from Signature (the "Request") requesting permission of the Authority to host Boca Chamber Professionals under Forty Meets the Boca Chamber Board of Directors network event (the "Event") at the Airport January 21, 2020;

**WHEREAS**, the Event will provide professionals in their 20s and 30s with the opportunity to network with the Boca Chamber Board of Directors PULSE Committee; 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 20th DAY OF NOVEMBER 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 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 11-21-19.
5. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 11-21-19.

**ADOPTED by the Boca Raton Airport Authority, this 20<sup>th</sup> of November 2019.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY:**

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**James Nau**  
**Secretary & Treasurer**

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**Melvin Pollack**  
**Chair**





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

7 November 2019

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

Dear Clara,

Signature Flight Support would be honored to host the Boca Chamber Professionals Under Forty (PULSE) Meets the Boca Chamber Board of Directors event on 21 January 2020. We will offer use of our Hangar 1 facility from 1730 – 1930 and will allow time before the event for staging of tables, chairs, A/V equipment, etc...as well as time after the event for breakdown and cleanup.

The event will be a light cocktail reception style event and we anticipate approximately 90 attendees from the Boca Chamber Board of Directors.

The Certificate of Insurance naming both Signature Flight Support and the Boca Raton Airport Authority as additional insured will be provided prior to the event and Signature Flight Support will provide BRAA a Security & Safety Plan in advance of the planned date of the event. Should you require additional information, please feel free to contact me at 561 226 3711.

Sincerely,

A handwritten signature in cursive script that reads "BClark".

Bethaney Clark  
Operations Supervisor  
Signature Flight Support



SignatureFlight.com



# Memo

To: Melvin Pollack, Chair and Board Members

From: Travis Bryan, Operations Manager

Date: November 20, 2019

RE: **Special Event – Atlantic Aviation Concours d’ Elegance DuPont Registry**

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## **AGENDA ITEM – VIII – B**

Airport Management has received a request from Atlantic Aviation to hold a Special Event on February 7, 2020 on their leasehold.

Atlantic Aviation is seeking Authority approval to host the 14<sup>th</sup> Annual Concours d’ Elegance/ DuPont Registry on Friday, February 7, 2020. This is part of a weekend event (February 7-9, 2020) at the Boca Resort and Club held each year in support of the Boys and Girls Club.

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

Airport Management recommends approval of Resolution Number 11-22-19, granting Conditional Approval to Atlantic Aviation to hold the Special Event on February 7, 2020, subject to the submittal and Airport Management approval of the required safety and security plans.

**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION NO. 11-22-19**

**Resolution of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for the Concours d'Elegance/DuPont Registry, scheduled for February 7, 2020**

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

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

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

**WHEREAS**, the Authority has received a request from Atlantic Aviation to host a Special Event on their leasehold premises for the annual Concours d'Elegance/DuPont Registry, scheduled for February 7, 2020 (the "Request");

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

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

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

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 20<sup>th</sup> DAY OF NOVEMBER 2019, AS FOLLOWS:**

- 1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
- 2. The Authority hereby approves the Request, subject to Atlantic Aviation's fulfillment of the Conditions.**
- 3. The Authority hereby authorizes the Airport Manager and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 11.22.19.**
- 4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 11.22.19.**

**ADOPTED by the Boca Raton Airport Authority this 20<sup>th</sup> of November 2019.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY**

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**James Nau**  
**Secretary & Treasurer**

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**Melvin Pollack**  
**Chair**

November 12, 2019

Letter of Request for Approval of Hangar Event

Clara Bennett, Executive Director  
Boca Raton Airport Authority  
903 NW 35<sup>th</sup> Street  
Boca Raton, Florida 33431

Clara,

I would like to formally request approval for an event taking place on our leasehold. The event will be held on Friday, February 7<sup>th</sup> 2020. The event is the 14<sup>th</sup> Annual Concours d'Elegance Hangar Party, which is a charity event for the Boys and Girls Club. The event will be very similar to last year. It will be held inside of Hangar 3. Parking will be off-site in coordination with FAU and guests will be arriving to the venue via busses. A comprehensive Security Plan and the required vendor insurance will be submitted to the Boca Raton Airport Authority for approval prior to the event.

Thank you for your consideration of the above request and your continued support. Please let me know if there is anything else you require.

Respectfully,

Joe Therrien  
General Manager – BCT  
E: [Joseph.Therrien@Atlanticaviation.com](mailto:Joseph.Therrien@Atlanticaviation.com)  
C: 561-254-2721



# Memo

To: Melvin Pollack, Chair and Board Members  
From: Clara Bennett, Executive Director  
Date: November 20, 2019  
RE: Aero-Flex Pre-apprenticeship Program

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## **AGENDA ITEM – IX – A**

Mr. Michael Corbit, Assistant Vice President, Business Services, Career Source Palm Beach County will provide a presentation on their Aero-Flex Pre-apprenticeship Program.



## New Pre-Apprenticeship Program in Palm Beach County & Treasure Coast!

Register today for the new Marine Industry Pre-Apprenticeship Program.

### STUDENTS:



This pre-apprenticeship program gives students the opportunity to learn while they earn industry-recognized credentials while gaining real world experience in the marine industry.

### REGISTER HERE

Or email [gcope@careersourcepbc.com](mailto:gcope@careersourcepbc.com) to get started.



### EMPLOYERS:

Build your own workforce pipeline of talent with a flexible curriculum that meets your organization's needs. Businesses that participate obtain funding to support training and access to candidates who are ready to work with the basic skills needed to get started.





## Register Today for the Aviation Pre-Apprenticeship Program!



Ready to start your pre-apprenticeship in the aerospace industry?

- Connect with top employers ready to hire
- Earn while gaining real world experience
- Earn industry-recognized credentials



Employers interested in participating in the aerospace pre-apprenticeship program will:

- Access a talented pool of candidates
- Obtain funding to support training
- Build a flexible, dynamic workforce with common skillsets

**REGISTER HERE**

Or email [gcope@careersourcepbcc.com](mailto:gcope@careersourcepbcc.com) to get started.



[www.careersourcepbcc.com](http://www.careersourcepbcc.com)



# Memo

To: Melvin Pollack, Chair and Authority Members

From: William Urbanek, Operations Coordinator

Date: November 20, 2019

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

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## **AGENDA ITEM – IX- B**

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

During the month of October 2019 there were 6,942 operations reported by the Tower, which is a 5% increase from the operations reported in October 2018.

Deliveries of Jet A fuel to the Airport in October were 13% more than October of the previous year. Avgas deliveries were 6% less than in October 2018.

There were 470 noise calls made by eight different households received on the Airport Authority Noise Hotline and Online Noise Reporting Form.

During the month, 73 aircraft cleared Customs from 12 different countries and there was one vessel clearing. There were 24 afterhours clearings. Of these flights, nine cleared on Tuesdays and Wednesdays, when the facility is normally closed.



BOCA RATON AIRPORT AUTHORITY

# OPERATIONS AND NOISE ABATEMENT REPORT

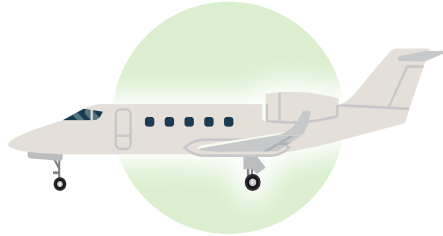


OCTOBER  
**2019**

# OCTOBER 2019 OPERATIONS REPORT



**40%**  
**TRAINING**



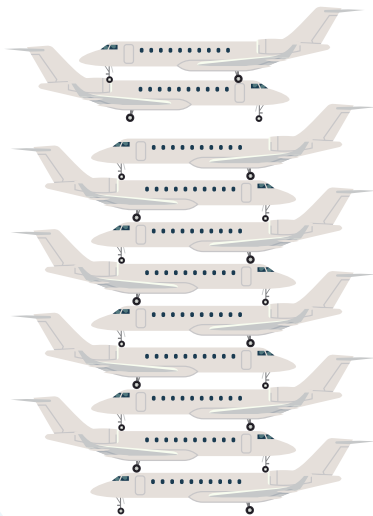
**27%**  
**IFR**



**33%**  
**VFR**

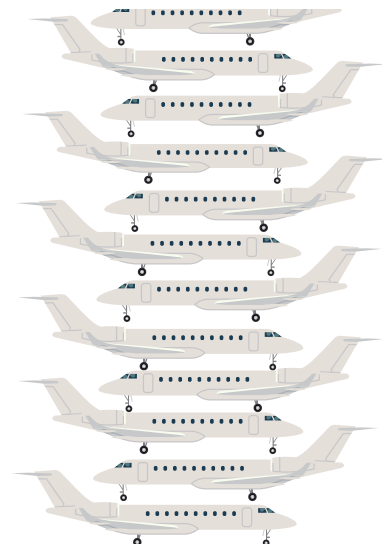
## OPERATIONS BREAKDOWN

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



**6,622**  
**OCTOBER 2018**

**+5%**



**6,942**  
**OCTOBER 2019**

## TOWER OPERATIONS

**1 PLANE = 600 OPERATIONS**

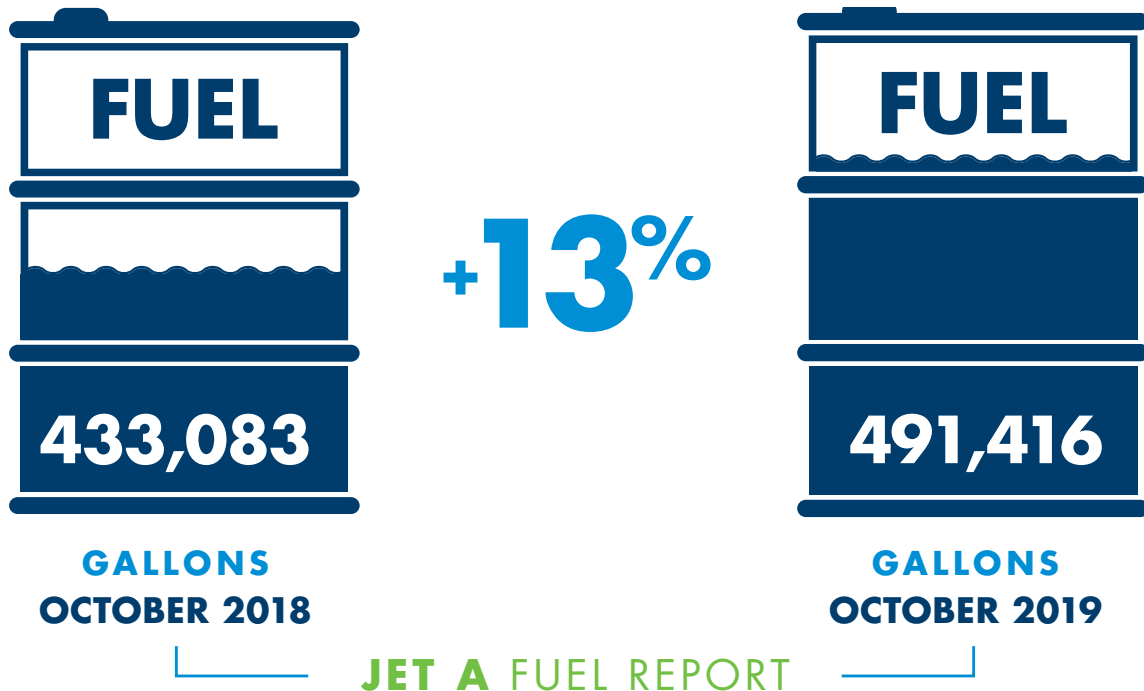
**Chart 2:** October 2018 operations compared to October 2019 tower operations.

### ABBREVIATIONS:

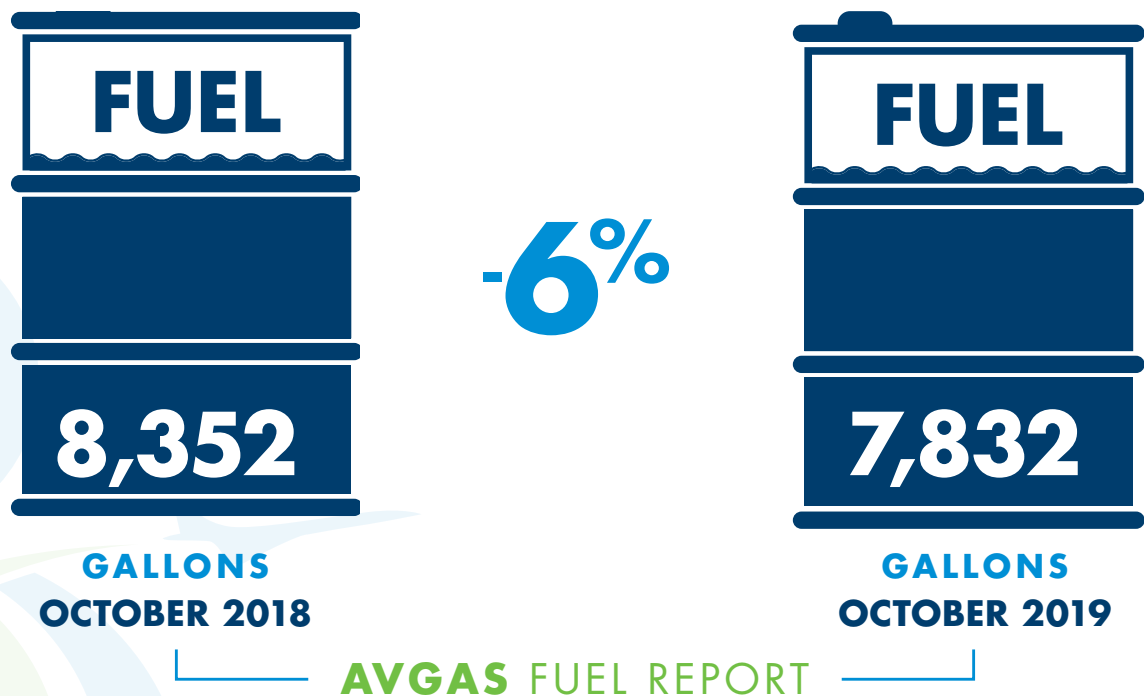
*IFR (Instrument Flight Rules): Planes flying on an instrument flight plan - Primarily jets. VFR (Visual Flight Rules): - Primarily propeller aircraft.  
TFR (Temporary Flight Restriction): Airspace flight restriction imposed by the Federal Aviation Administration (FAA) when there is a government VIP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

OCTOBER 2019

# OPERATIONS REPORT



**Jet A:** Aviation fuel designed for use in aircraft powered by gas-turbine engines (jet aircraft).  
**Chart 3:** Month of October 2018 deliveries of Jet A in gallons compared to October 2019 deliveries of Jet A.



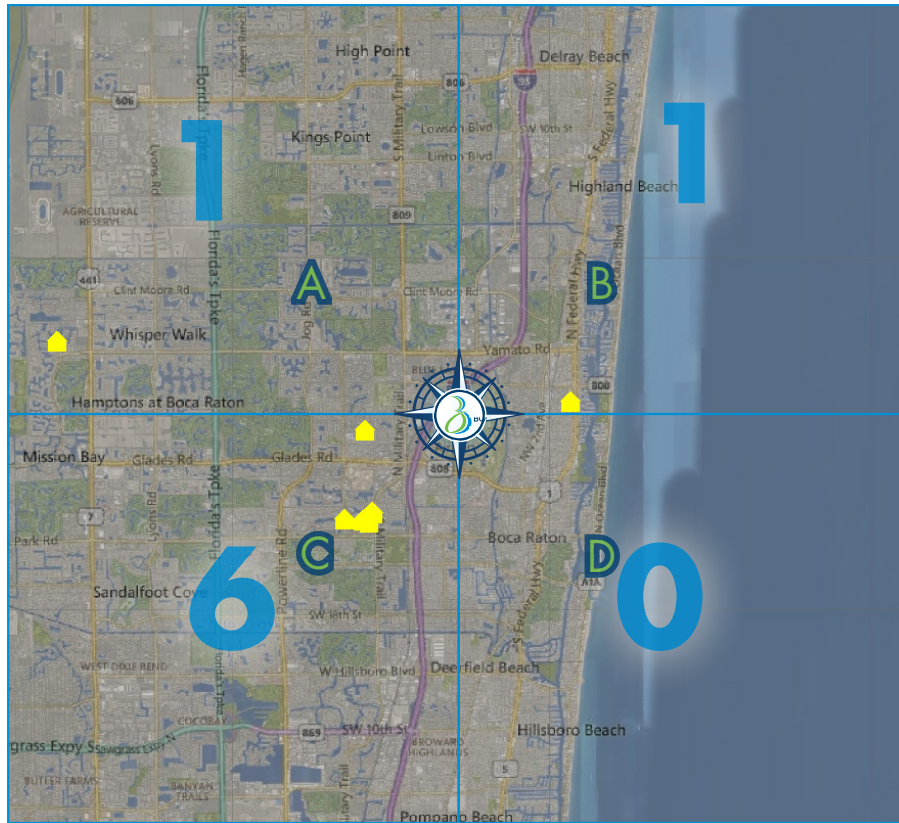
**Avgas:** Aviation gasoline designed for use in piston-engine aircraft.  
**Chart 4:** Month of October 2018 deliveries of Avgas in gallons compared to October 2019 deliveries of Avgas.



# OCTOBER 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        | 219     |
| Adam Cogly       | Wimbledon Villias      | C        | N/A     | N/A    | Low and Loud        | 123     |
| Wolf Lehmkuhl    | Wimbledon Villias      | C        | N/A     | N/A    | Low and Loud        | 115     |
| Arash Rahi       | Wimbledon Villias      | C        | N/A     | N/A    | Low and Loud        | 5       |
| Donna Lennon     | N/A                    | B        | N/A     | N/A    | Low and Loud        | 3       |
| Michael Cybulski | Timbercreek            | C        | T       | 5      | Low and Loud        | 3       |
| Barbara Daddario | Town Place Club Villas | C        | O       | N/A    | Sheriffs Helicopter | 1       |
| Scott Weaver     | N/A                    | A        | A/O     | 5      | Low and Loud        | 1       |

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

OCTOBER 2019

# NOISE ABATEMENT REPORT

126

TOTAL NIGHT OPERATIONS

OPERATIONS - MONTHLY CUMMULATIVE TOTAL PER HOUR



NOT FOLLOWING **VOLUNTARY**  
CURFEW PROCEDURES

63

OPERATIONS

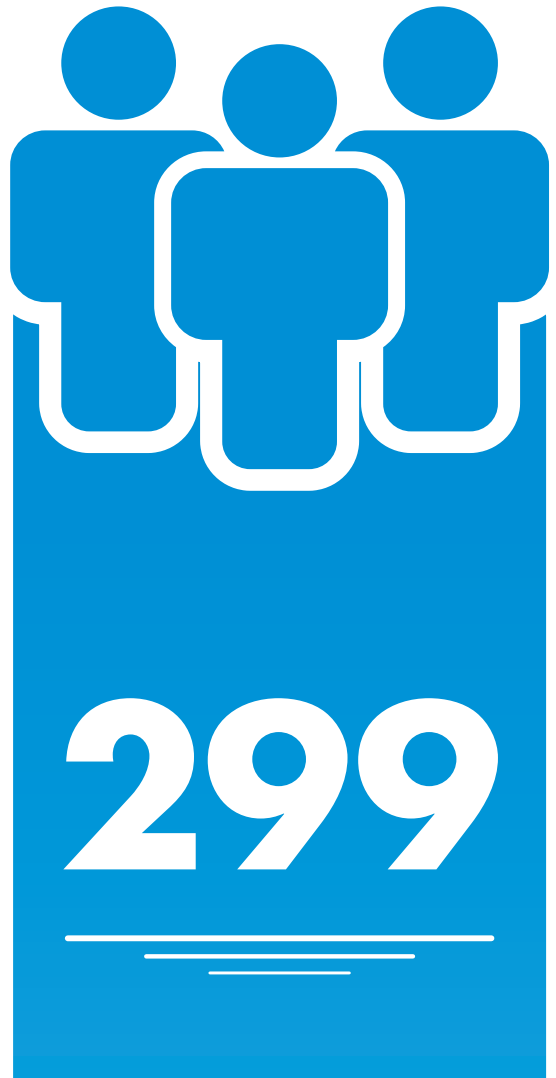
**Chart 7:** A voluntary curfew operation is an operation that occurred during our voluntary night curfew from 22:00 – 07:00. Chart breaks down the number of operations per hour during the voluntary curfew period in October 2019.

OCTOBER 2019

# CUSTOMS OPERATIONS REPORT



**FLIGHTS &  
OPERATIONS**



**PASSENGERS**

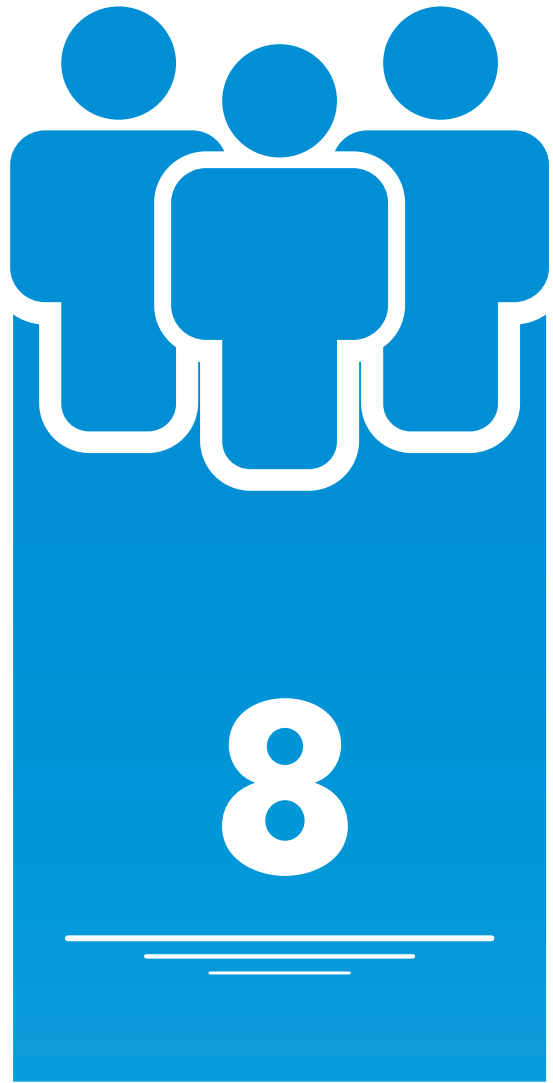
**Charts 8 & 9:** Total operations ran and total passengers during the month of October 2019.

OCTOBER 2019

# CUSTOMS OPERATIONS REPORT



**VESSELS**



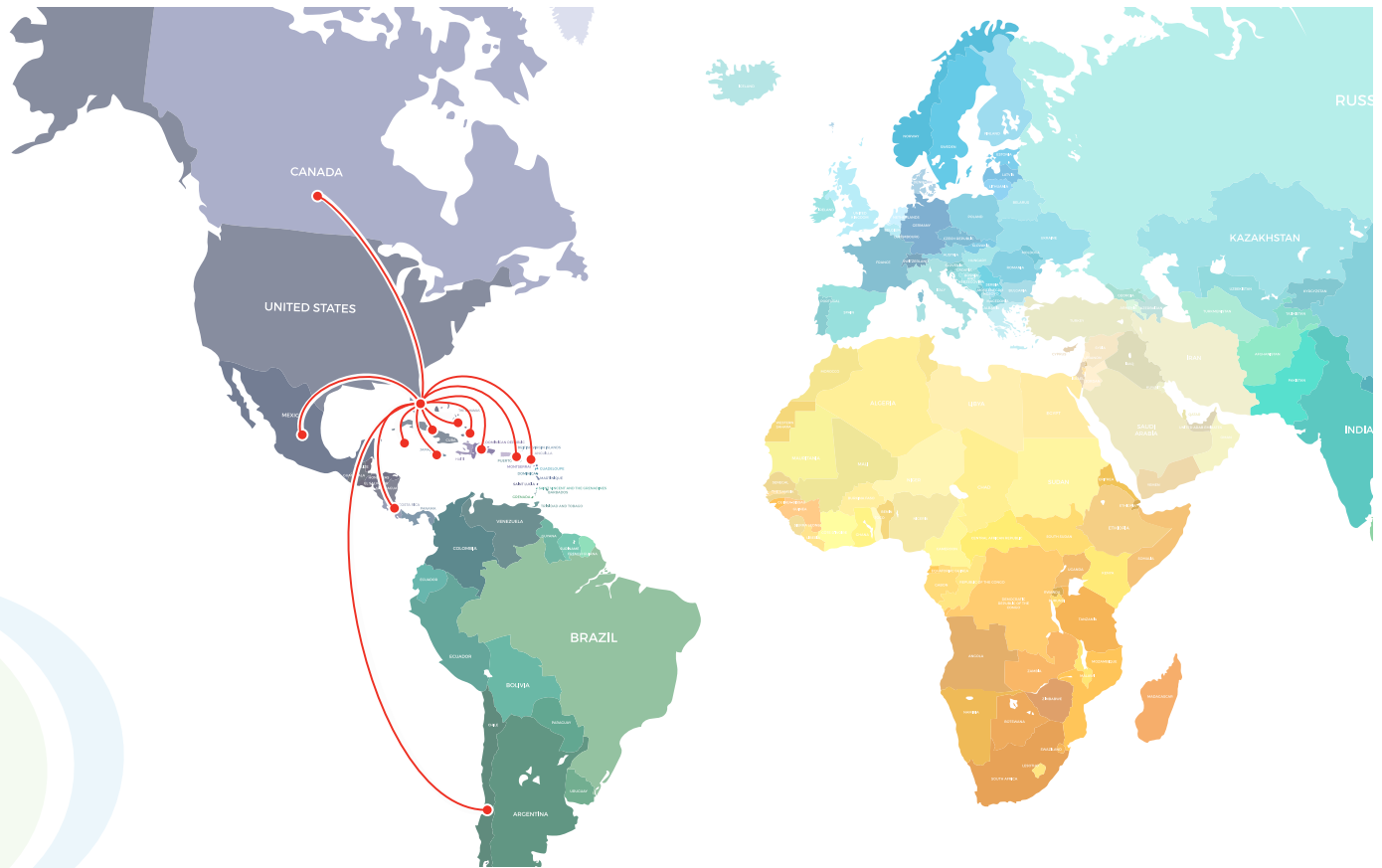
**PASSENGERS**



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

OCTOBER 2019

# CUSTOMS OPERATIONS REPORT



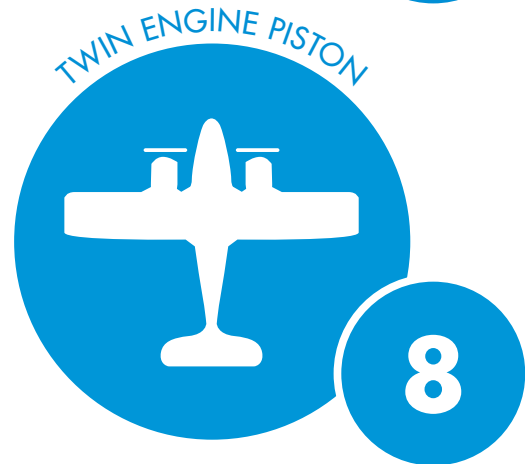
| Country            | No. of Flights |
|--------------------|----------------|
| Bahamas            | 48             |
| Canada             | 10             |
| Grand Cayman       | 4              |
| Turks & Caicos     | 2              |
| Chile              | 1              |
| Cuba               | 1              |
| Costa Rica         | 1              |
| Dominican Republic | 1              |
| Jamaica            | 1              |
| Mexico             | 1              |
| St. Croix          | 1              |
| St. Kitts          | 1              |

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



OCTOBER 2019

# CUSTOMS OPERATIONS REPORT



**Charts 15:** Total operations by type of aircraft.

OCTOBER 2019

# CUSTOMS OPERATIONS REPORT

AFTERHOURS CUSTOMS CLEARINGS

# 24

CLEARINGS



# 2 OUT OF 24

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.

OCTOBER 2019

# CUSTOMS OPERATIONS REPORT



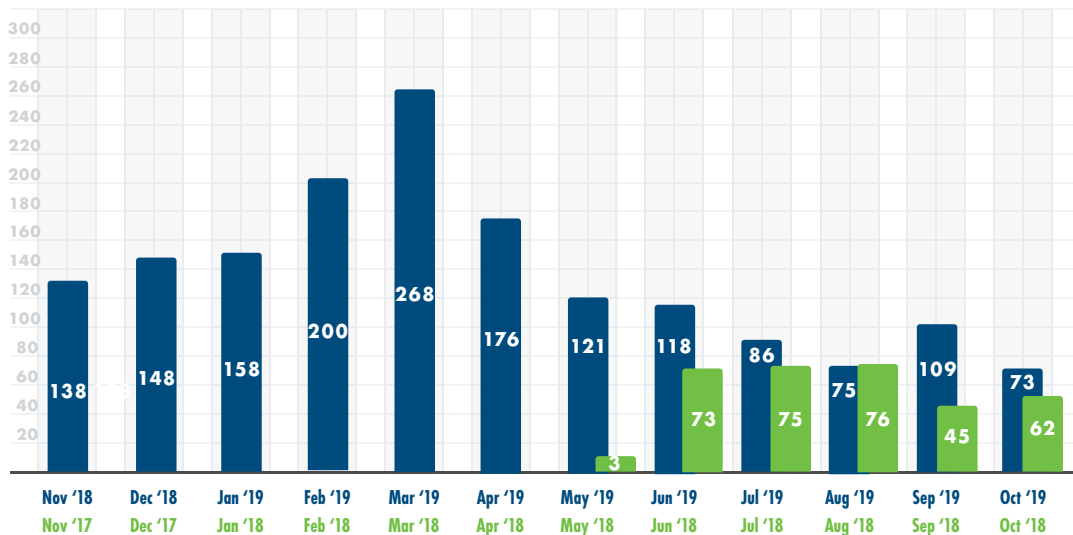
OCTOBER 2018



OCTOBER 2019

**Chart 17:** October 2018 total clearings compared to October 2019.

## Monthly - Customs Operations





# Memo

To: Melvin Pollack, Chair and Board Members

From: Clara Bennett, Executive Director

Date: November 20, 2019

RE: **Filing of Form 8B Memorandum of Voting Conflict by Mr. Fogel**

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## **AGENDA ITEM – X – A**

Pursuant to Section 122.3143, Florida Statutes, Mr. Fogel filed a Memorandum of Voting Conflict, which reports his abstention from voting on Item VIII-A of the October 16, 2019 Board agenda.

Mr. Fogel's abstention was based on his previous status as legal counsel to Samkin TK, LLC, owner/operator.

Such Memorandum of Voting Conflict, Form 8B shall be read into the record.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|  |                             |  |  |
|--|-----------------------------|--|--|
| LAST NAME—FIRST NAME—MIDDLE NAME<br><i>Fogel, Mitchell Craig</i> |                             | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br><i>BOCA RATON AIRPORT AUTHORITY (BAAA)</i>            |  |
| MAILING ADDRESS<br><i>5723 Regency Circle East</i>               |                             | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                                |  |
| CITY<br><i>Boca Raton</i>  | COUNTY<br><i>PAIM BEACH</i> | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY |  |
| DATE ON WHICH VOTE OCCURRED<br><i>10/16/19</i>                   |                             | NAME OF POLITICAL SUBDIVISION: <i>BAAA</i>   |  |
|  |                             | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE                      |  |

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mitchell C Fogel, hereby disclose that on October 16, 2019:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ inured to the special gain or loss of \_\_\_\_\_ by  
*me* whom I ~~am~~ <sup>at one time was</sup> retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Signature for Sammy J's. I represented the tenant (Smokin' TK, LLC) about 7-8 years ago and, while this is most likely not a conflict of interest for me to participate in any vote or discussion regarding this tenant, I have abstained from both vote & discussion of a board member ~~to~~ to avoid any appearance of a conflict of interest.

Date Filed

10/16/19

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.