

# BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, March 18, 2020  
Boca Raton Airport Authority Administration Building  
903 NW 35<sup>th</sup> Street, Boca Raton, Florida

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Members Wednesday, March 18, 2020 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.

## **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 February 19, 2020.

## **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 February 2020 Financial Report.

Consider a Motion for approval of the Financial Report for February 2020.

**VIII. TENANT REPORTS AND REQUESTS**

A. Atlantic Aviation Special Event Request.

Consider Resolution No. 03-08-20 of the Boca Raton Airport Authority granting conditional approval of Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira on May 2, 2020.

**IX. EXECUTIVE DIRECTOR AND STAFF REPORTS**

A. Noise Abatement/Operations Summary for the month of February 2020.

B. Airport Projects Update.

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

**XI. PUBLIC COMMENT**

**XII. OTHER BUSINESS**

**XIII. MISCELLANEOUS**

The next meeting is scheduled for April 15, 2020 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  
February 19, 2020  
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

**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 and Finance Analyst  
Robert Pratt, Operations and Administration 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 January 16, 2020 Regular Meeting was made by Mr. Tucker and seconded by Ms. Budd. The Motion was carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**PUBLIC REQUESTS**

There were no public requests.

## **CONSENT AGENDA**

There were no items on the consent agenda.

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

There was no Federal, State or Municipal Input.

## **FINANCIAL REPORT**

Ms. Camilo presented the Financial Report for January 2020.

**A MOTION to approve the Financial Report for January 2020 was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.**

## **TENANT REPORTS AND REQUESTS**

Mr. Kohut presented a special request from Signature Flight Support Corporation to host Wings, Wheels and Fashion Special Event benefiting charity on April 25, 2020.

Mr. Folden inquired as to the price of tickets. Mr. Victor Concepcion, representing the event organizer, responded that tickets are \$125 for individuals and \$200 for couples.

Mr. Tucker inquired as to the amount of funds raised for the various charities. Mr. Concepcion advised that last year they donated \$8,000 to each charity and hope to do better this year.

**A MOTION to approve Resolution No. 02-04-20 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to hold a Wings, Wheels and Fashion Special Event benefiting charity on April 25, 2020 was made by Mr. Nau and seconded by Mr. Tucker. The Motion carried unanimously.**

Mr. Nobles inquired from Legal Counsel if it would be a conflict of interest for him to vote if the non-profit he works for is a charity receiving funds from this event. Ms. Petrick responded that it would not be a conflict of interest because Habitat for Humanity of South Palm Beach County, Mr. Nobles's employer, is a charitable organization and Mr. Nobles holds no proprietary interest in the charity.

Mr. Kohut presented a request by Premier Aviation of Boca Raton, LLC to install temporary real estate signage.

Mr. Tucker inquired about the restaurant signage on the building and why it is still there. Mr. Kohut advised that Airport Management was working with Mr. Hashemi to have the signage removed.

**A MOTION to approve Resolution No. 02-05-20 of the Boca Raton Airport Authority approving Premier Aviation of Boca Raton, LLC's request for approval to install temporary real estate signage was made by Mr. Fogel and seconded by Mr. Nau. The Motion carried unanimously.**

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

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of January 2020.

Mr. Pollack inquired about the finances for Customs. Ms. Bennett advised that the facility broke even during the first year and the revenue is being used to enhance the facility.

Mr. Folden inquired about the incinerator. Mr. Kohut reported that it is performing adequately. Ms. Bennett added that the facility may have outgrown the current incinerator and it is something Management will be looking at in the future.

Mr. Folden inquired as to whether there is a backup should the incinerator not work. Ms. Bennett responded that a vendor is available to pick up the international waste during peak periods as needed.

Mr. Fogel asked for an update on flights from the Bahamas.

Ms. Bennett reported that the Bahamas is the number one country of origin for flights clearing Customs and reminded the Board of the Hurricane Relief efforts that the Airport provided in the fall.

Mr. Folden asked if it was known how many charter flights versus private flights arrive from the Bahamas.

Ms. Bennett stated that Airport Management will investigate that and report on the findings.

Mr. Nobles inquired if people who are coming to Boca during a TFR are coming back when there is no TFR in effect.

Ms. Hannah Oakland, Signature Flight Support stated that they are seeing those planes return, those customers are finding it more convenient as a central location, and traffic is lighter at Boca than in Palm Beach.

Mr. Kohut introduced the Security Guard Services contract and thanked Mr. Folden for his input in the process. Mr. Folden stated that he believes the Airport is headed in the right direction and is happy with the outcome.

Mr. Kohut provided details on the Request for Proposals process and the recommendation. Airport Management recommended awarding the Security Guard Services contract to Allied Universal Security.

Mr. Fogel asked to meet representatives of the new security company who might be present.

Mr. Nobles inquired as to additional costs associated with the contract. Mr. Kohut advised that additional costs would be minimal and normally due to special events, additional guards, assistance with traffic when needed. The rates for additional services are specified in the agreement and are based on services needed.

Mr. David Macedo, General Manager, Ms. Taylor McDonald, Director of Government Services, and Mr. Victor Spagnuolo, Security Manager Fort Lauderdale Executive Airport, provided a brief overview of their airport experience.

Ms. Budd asked about the biggest issues or challenges they have had to deal with at general aviation airports. Mr. Spagnuolo stated that the security of the airport and control tower and dealing with the general aviation aircraft and business jets are some of the biggest challenges.

Ms. Budd asked for information on the background of their employees. Mr. Spagnuolo responded that, as an example, at Fort Lauderdale Executive Airport the company currently has eight employees and six of them are retired law enforcement officers, one is a former corrections officer and one is ex-military.

Mr. Nau inquired about the different options for the bill rates and the vehicles. Mr. Kohut responded that the recommendation is with option one, which includes all services provided as a lump sum.

Mr. Fogel asked about special events and whether the Airport is reimbursed when additional security is required. Ms. Bennett replied that additional security is usually requested to meet an airport need and as requested by Airport Management, rather than the tenant hosting the event.

Mr. Nau asked if the Airport tenants were involved in the selection of the security company. Mr. Kohut responded that they were not, however, during quarterly tenant meetings security is discussed and input is provided by the tenants on the overall security program.

Mr. Pollack inquired as to whether Customs would be briefed on the change of services. Ms. Bennett stated that they will be notified and that the new company will be required to obtain security badges from Customs and Border Protection.

Ms. Budd asked whether Airport Management reached agreement on the contract or if the approval of the contract award would be conditional with possible contract

amendments. Ms. Bennett advised the Board there would no amendments to the contract as presented.

**A MOTION to approve Resolution No. 02-06-20 of the Boca Raton Airport Authority awarding a three-year contract to Allied Universal Security, per terms specified in Request for Proposals 2019-BRAA-02 Security Guard Services, was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.**

Mr. Kohut provided details for the Information Technology Services Request for Proposals. Mr. Kohut recommended awarding the contract to Simplitfy, LLC.

Mr. Nau asked why there is a one-time set up cost since Simplitfy, LLC currently provides service for the Airport. Mr. Kohut responded that Simplitfy, LLC has proposed some additional services and equipment, which Airport Management agrees with and is recommending. These would include some dark web monitoring, additional spam filtering and training.

Mr. Pollack asked whether the Airport has a procedure in place for ransomware.

Mr. Erik Solms, President, Simplitfy, LLC thanked the Board for the opportunity and advised that ransomware software runs scans on all data and backups run hourly along with regular cloud backups.

Mr. Pollack asked if the Airport maintained an air gapped computer. Mr. Kohut responded that the Airport does not at this time but can investigate it.

Mr. Nau inquired about employee training. Mr. Solms provided an overview of what they currently do and what they plan on doing in the future.

**A MOTION to approve Resolution No. 02-07-20 of the Boca Raton Airport Authority awarding a three-year contract to Simplitfy, LLC, per terms specified in the Request for Proposals 2019-BRAA-03 Information Technology Services, was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Ms. Bennett introduced the Strategic Business Plan Update and stated that that Ms. Budd, who has been assisting Airport Management and the consulting team in the update process, would provide some introductory comments.

Ms. Budd provided some background and a timeline for the Strategic Business Plan Update and what is involved in the process.

Ms. Budd introduced Mr. Remy Lucette, Director and Ms. Franchesca Alejo, Consultant with Ricondo and Associates.

Mr. Lucette provided a status report on the Update and listed the next steps in the process.

Mr. Lucette presented the current vision statement and the proposed, revised vision statement.

Ms. Budd provided some insight as to how the vision statement was evaluated and why the changes were made.

Mr. Lucette presented the current and proposed mission statement.

A discussion ensued regarding the removal of the words “business” and “local” from the last line of the mission statement. It was agreed that the statement would be further refined throughout the update process.

Mr. Nobles asked whether the Members were supposed to discuss and make suggestions at the Board Meeting or if discussion would take place during the upcoming Board Workshop.

Ms. Bennett stated that Board Member input was welcome at this stage of the update process and that additional discussion can take place at the Board workshop.

Mr. Lucette presented the BRAA core values and the recommended changes.

Mr. Lucette discussed the SWOT analysis that was done with the committee in January, which will also be discussed at the workshop.

Ms. Alejo presented the initial results in the SWOT analysis and next steps, including meetings with the tenants and external stakeholders and input from the Board at the workshop.

Mr. Lucette discussed the criteria being used for the selection of benchmark airports and indicated that three airports would be selected for benchmarking. Ms. Budd suggested adding a fourth from outside the country and Mr. Pollack recommended London Luton as the fourth airport.

Mr. Nau suggested asking the benchmark airports about noise abatement and environmental issues.

Mr. Lucette added that the process includes a property analysis and that an informational packet will be distributed prior to the workshop.

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

Mr. Tucker stated that he is looking forward to attending the Diamond Award Luncheon.



### **PUBLIC INPUT**

There was no public input.

### **OTHER BUSINESS**

No additional business.

### **MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, March 18, 2020 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

### **ADJOURNMENT**

Meeting adjourned at 7:24 p.m.

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Melvin Pollack, Chair

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Date



# Memo

To: Melvin Pollack, Chair and Board Members  
From: Ariadna Camilo, Finance and Administration Manager  
Date: March 18, 2020  
RE: **Financial Report – February 2020**

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## **AGENDA ITEM – VII – A**

Airport Management and the Secretary/Treasurer will provide an overview of the Financial Report for the five months ending February 29, 2020.

Total Operating Revenues as of February 29, 2020 were \$2,545,335, an increase of \$191,377 or 8.1% to budget. This increase in revenue year to date is attributable to the seasonal nature of Fuel Flowage and Customs, which we anticipate will normalize as the year progresses.

Total Non-Operating Revenues and Capital Contributions as of February 29, 2020 were \$35,220.

Total Operating Expenses as of February 29, 2020 were \$1,359,296, a decrease of \$208,620 or 13.3% compared to budget. Significant variances in expenses compared to budget for the five months ending February 29, 2020 are as follows:

- Office Operating expenditures are up \$34,752 or 26.4% to budget, primarily due to various Administration Building maintenance projects completed in the first quarter. Actual expenses for Office Operations are not expected to exceed the annual budget.
- Marketing and Special Event expenditures are up \$21,697 or 27.3% to budget, primarily due to one-time expenses for sponsorships and the BRAA Scholarship contribution made in October. Actual expenses for sponsorships and the BRAA Scholarship do not exceed the annual budget.

- Project expenditures are down \$223,056 or 70.8% to budget, primarily due to the ATCT rehabilitation project.
- Professional Services are down \$21,253 or 28.3% to budget, primarily due to expenses related to audit services which will occur in the third quarter. Year to date legal expenditures are detailed below, including a breakdown of costs for board member related matters and capital projects.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
<b>GENERAL</b>	\$ 5,980	\$ 10,699	\$ 8,008	\$ 7,072	\$ 2,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,759
<b>BOARD</b>	\$ 676	\$ -	\$ -	\$ 208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 884
<b>TASK 59</b>	\$ 14,170	\$ 15,743	\$ 15,782	\$ 8,424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,119

Total Capital Expenditures as of February 29, 2020 were \$166,045. The majority of Capital Expenditures were attributable to Task 59 – Storm Drainage System Upgrades of the Capital Improvement Program. Of the total \$166,045 in Capital Expenditures, \$54,119 were attributable to project-related legal fees, while \$43,090 were attributable to Capital Outlay.



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Five Months Ending February 29, 2020**  
(unaudited)

**Summary Results**

	FY 2020 Annual Budget	FY 2020 February Actual	FY 2020 February Budget	Variance FY 2020 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 5,649,500	\$ 2,545,335	\$ 2,353,958	\$ 191,377	8.1%
Operating Expenses	\$ 3,763,000	\$ 1,359,296	\$ 1,567,917	\$ (208,620)	-13.3%
<b>Operating Income/(Loss) before Depreciation</b>	<b>\$ 1,886,500</b>	<b>\$ 1,186,039</b>	<b>\$ 786,042</b>	<b>\$ 399,997</b>	<b>50.9%</b>
Depreciation	\$ 1,955,000	\$ 814,583	\$ 814,583	\$ -	0.0%
<b>Net Operating Income/(Loss)</b>	<b>\$ (68,500)</b>	<b>\$ 371,456</b>	<b>\$ (28,542)</b>	<b>\$ 399,997</b>	<b>-1401.4%</b>
Non-Operating Revenues	\$ 605,200	\$ 35,220			
<b>Income/(Loss) before Capital Contributions</b>	<b>\$ 536,700</b>	<b>\$ 406,676</b>			
Capital Contributions from State and Federal Grants	\$ 3,675,000	\$ 21,087			
<b>Change in Net Position</b>	<b>\$ 4,211,700</b>	<b>\$ 427,763</b>			



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Five Months Ending February 29, 2020**  
(unaudited)

**Revenue Summary**

	FY 2020 Annual Budget	FY 2020 February Actual	FY 2020 February Budget	Variance FY 2020 Actual vs. Budget	
				Dollars	Percent
Rent Revenue	\$ 4,112,300	\$ 1,723,435	\$ 1,713,458	\$ 9,977	0.6%
Fuel Flowage Fees	\$ 800,000	\$ 413,307	\$ 333,333	\$ 79,974	24.0%
Customs Facility Revenue	\$ 480,000	\$ 287,325	\$ 200,000	\$ 87,325	43.7%
Interest Income	\$ 210,000	\$ 96,984	\$ 87,500	\$ 9,484	10.8%
Other Revenue	\$ 47,200	\$ 24,284	\$ 19,667	\$ 4,617	23.5%
<b>Total Operating Revenues</b>	<b>\$ 5,649,500</b>	<b>\$ 2,545,335</b>	<b>\$ 2,353,958</b>	<b>\$ 191,377</b>	<b>8.1%</b>
FDOT Grants	\$ 605,200	\$ 35,220			
<b>Non-Operating Revenues</b>	<b>\$ 605,200</b>	<b>\$ 35,220</b>			
FDOT Grants	\$ 1,425,000	\$ 21,087			
FAA Grants	\$ 2,250,000	\$ -			
<b>Capital Contributions</b>	<b>\$ 3,675,000</b>	<b>\$ 21,087</b>			
from State and Federal Grants					



**Boca Raton Airport Authority**  
**Income Statement: Budget Variance Summary**  
**For the Five Months Ending February 29, 2020**  
(unaudited)

**Expense Summary**

	FY 2020 Annual Budget	FY 2020 February Actual	FY 2020 February Budget	Variance FY 2020 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,213,900	\$ 505,193	\$ 505,792	\$ (599)	-0.1%
Professional Services	\$ 180,500	\$ 53,956	\$ 75,208	\$ (21,253)	-28.3%
Office Operating Expenses	\$ 316,200	\$ 166,502	\$ 131,750	\$ 34,752	26.4%
Airport Operations	\$ 530,100	\$ 219,130	\$ 220,875	\$ (1,745)	-0.8%
Insurance Expense	\$ 171,300	\$ 70,254	\$ 71,375	\$ (1,121)	-1.6%
ATCT Facility	\$ 80,500	\$ 23,533	\$ 33,542	\$ (10,008)	-29.8%
Customs Facility	\$ 323,000	\$ 127,295	\$ 134,583	\$ (7,288)	-5.4%
Marketing & Special Events	\$ 191,000	\$ 101,281	\$ 79,583	\$ 21,697	27.3%
Projects	\$ 756,500	\$ 92,152	\$ 315,208	\$ (223,056)	-70.8%
<b>Total Operating Expenses</b>	<b>\$ 3,763,000</b>	<b>\$ 1,359,296</b>	<b>\$ 1,567,917</b>	<b>\$ (208,620)</b>	<b>-13.3%</b>
Capital Outlay	\$ 44,000	\$ 43,090			
Capital Improvement Program	\$ 4,125,000	\$ 122,955			
<b>Total Capital Expenditures</b>	<b>\$ 4,169,000</b>	<b>\$ 166,045</b>			



**Boca Raton Airport Authority**  
**Balance Sheet Summary**  
**February 29, 2020**  
(unaudited)

**Summary Results**

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 636,476	Accounts Payable	\$ 136,049
Receivables	\$ 109,557	Due to Other Governments	\$ -
Due From Other Governments	\$ 301,900	Compensated Absences, short-term	\$ 54,387
Money Markets	\$ 401,216	Deferred Rent Income	\$ 159,837
Certificates of Deposit	\$ 10,311,722		
Certificates of Deposit, Restricted	\$ 185,643		
Other Assets	\$ 120,537		
		<b>Total Current Liabilities</b>	<b>\$ 350,272</b>
<b>Total Current Assets</b>	<b>\$ 12,067,050</b>		
Non-Current Assets		Non-Current Liabilities	
Rent Receivable	\$ 414,541	Security Deposits	\$ 167,879
Capital Assets		Compensated Absences, long-term	\$ -
Land	\$ 1,791,886		
Avigation Easements	\$ 4,835,961	<b>Total Non-Current Liabilities</b>	<b>\$ 167,879</b>
Project in Progress	\$ 1,424,620		
Buildings	\$ 11,526,229	<b>Total Liabilities</b>	<b>\$ 518,152</b>
Land Procurement	\$ 955,070		
Leasehold Improvements	\$ 9,311,308	Capital	
Furniture, Fixtures, and Equipment	\$ 2,032,831	Florida Operations Trust Fund	\$ 267,950
Infrastructure	\$ 26,088,620	Retained Earnings	\$ 40,464,137
Less Accumulated Depreciation	\$ (22,022,805)	Contributed Capital - Federal	\$ 317,029
		Contributed Capital - State	\$ 6,430,281
<b>Total Non-Current Assets</b>	<b>\$ 36,358,261</b>	Net Income	\$ 427,763
<b>Total Assets</b>	<b>\$ 48,425,311</b>	<b>Total Capital</b>	<b>\$ 47,907,159</b>
		<b>Total Liabilities &amp; Capital</b>	<b>\$ 48,425,311</b>



# Memo

To: Melvin Pollack, Chair and Board Members  
From: Travis Bryan, Operations Manager  
Date: March 18, 2020  
RE: **Special Event – Atlantic Aviation**

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## **AGENDA ITEM – VIII – A**

Airport Management has received a request from Atlantic Aviation and Sky One Holdings LLC d/b/a Privaira to hold a special event on May 2, 2020 on their leasehold premises.

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

Airport Management recommends approval of Resolution Number 03-08-20, granting conditional approval to Atlantic Aviation to hold the Special Event on May 2, 2020, subject to the submittal and Airport Management approval of the required safety and security plans.



**BOCA RATON AIRPORT AUTHORITY**

**RESOLUTION NO. 03-08-20**

**Resolution of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira Special Event to be held on May 2, 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 "Lease");

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

**WHEREAS**, the Authority has received a request from Atlantic Aviation to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira Special Event to be held on May 2, 2020 (the "Request");

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

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

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

**NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 18th DAY OF MARCH 2020, AS FOLLOWS:**

- 1. The foregoing recitals are hereby incorporated as the legislative intent of the Authority.**
- 2. The Authority hereby approves the Request, subject to Atlantic Aviation's fulfillment of the Conditions.**
- 3. The Authority hereby authorizes the Executive Director and Airport Legal Counsel to do all things necessary or prudent to effectuate the intent of this Resolution Number 03-08-20.**
- 4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 03-08-20.**

**ADOPTED by the Boca Raton Airport Authority this 18<sup>th</sup> day of March 2020.**

**ATTEST:**

**BOCA RATON AIRPORT AUTHORITY**

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

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**Melvin Pollack**  
**Chair**

March 2, 2020

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 on behalf of our tenant Privaira in Atlantic Aviation Hangar 9. The event entitled Bark after Dark will be held on May 2, 2020 in the evening from 6:00 pm to 9:30 pm. The charity is "Charity Champions". The admission will be invitation only and will be approximately 200 guests. Parking will be valet, security will be in place, and all vendors will submit insurance for BRAA approval as in previous years.

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,

A handwritten signature in black ink, appearing to read "Joe Therrien", with a stylized, cursive script.

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 Authority Members  
From: Robert Abbott, Operations and Finance Analyst  
Date: March 18, 2020  
RE: **Operations and Noise Abatement Report, February 2020**

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## **AGENDA ITEM – IX - A**

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

During the month of February 2020, there were 6,147 operations reported by the Tower, which is a 9% decrease from the operations reported in February 2019.

Deliveries of Jet A fuel were 10% less than in February of the previous year. Avgas deliveries were down 50% compared to February 2019.

There were 546 noise calls made by 11 different households received on the Airport Authority Noise Hotline and Online Noise Reporting Form.

During the month, 165 aircraft cleared Customs from 25 different countries and there were two vessel clearings. There were 46 afterhours clearings. Of these flights, 12 cleared on Tuesdays and Wednesdays, when the facility is normally closed.

BOCA RATON AIRPORT AUTHORITY

# OPERATIONS AND NOISE ABATEMENT REPORT



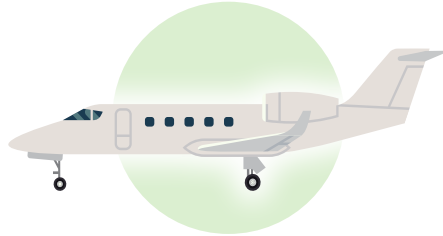
FEBRUARY  
**2020**

# FEBRUARY 2020 OPERATIONS REPORT



29%

TRAINING



43%

IFR

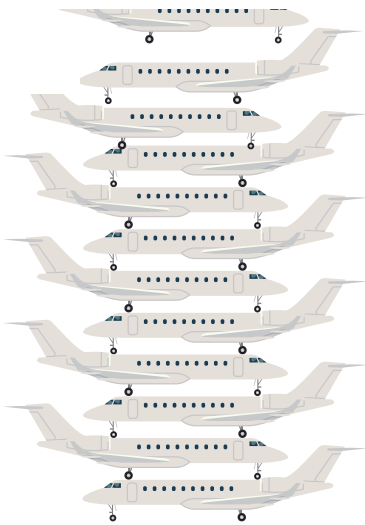


28%

VFR

## OPERATIONS BREAKDOWN

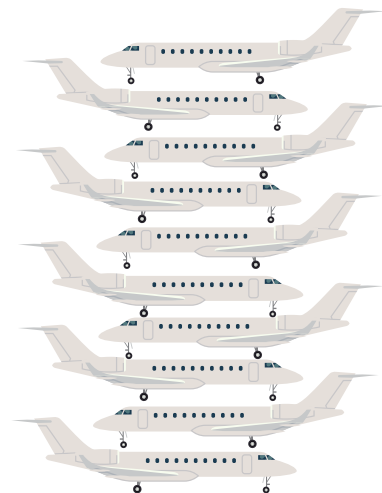
**Chart 1:** Breakdown of last month's operations based on type of operation (ex. Training, Instrument Flight Rules, Visual Flight Rules). An operation is counted as an arrival or a departure, a touch-and-go operation counts as two operations.



6,766

FEBRUARY 2019

-9%



6,147

FEBRUARY 2020

## TOWER OPERATIONS

1 PLANE = 600 OPERATIONS

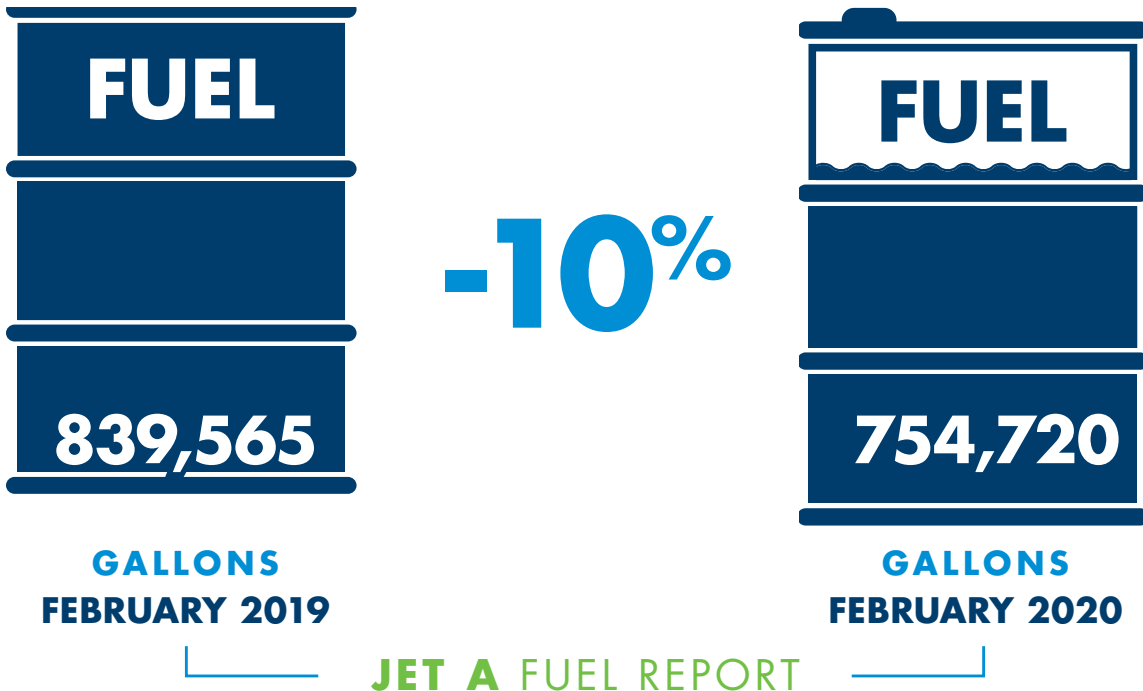
**Chart 2:** February 2019 operations compared to February 2020 tower operations.

### ABBREVIATIONS:

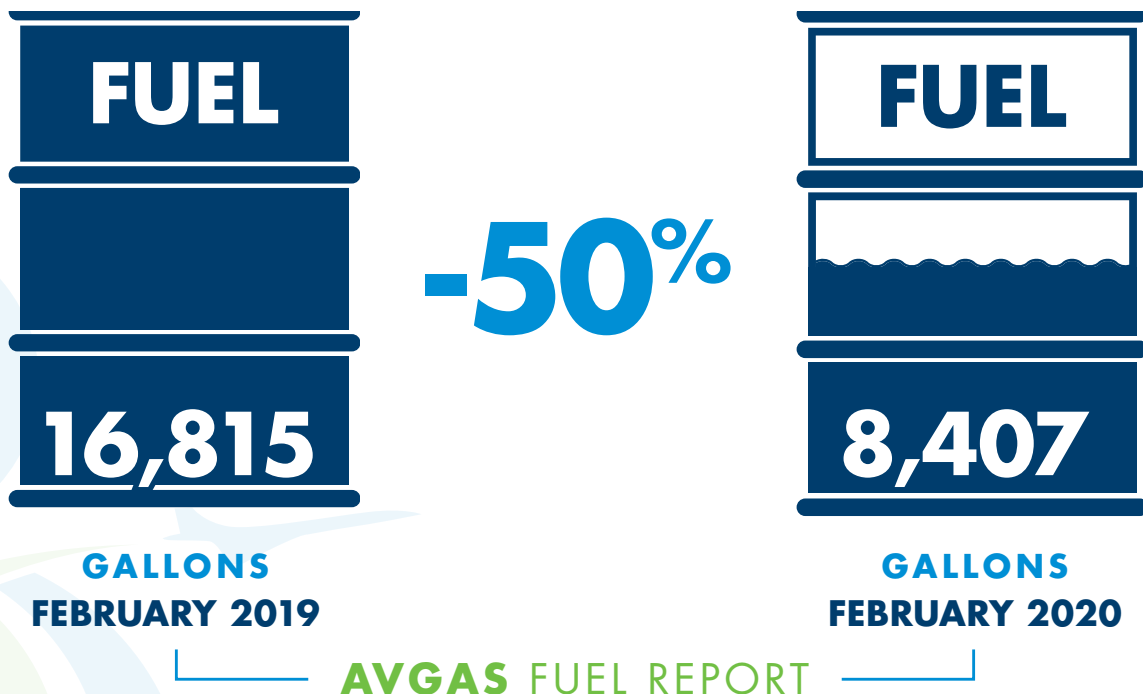
IFR (Instrument Flight Rules): Planes flying on an instrument flight plan - Primarily jets. VFR (Visual Flight Rules): - Primarily propeller aircraft.  
TFR (Temporary Flight Restriction): Airspace flight restriction imposed by the Federal Aviation Administration (FAA) when there is a government VIP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

FEBRUARY 2020

# OPERATIONS REPORT



**Jet A:** Aviation fuel designed for use in aircraft powered by gas-turbine engines (jet aircraft).  
**Chart 3:** Month of February 2019 deliveries of Jet A in gallons compared to February 2020 deliveries of Jet A.



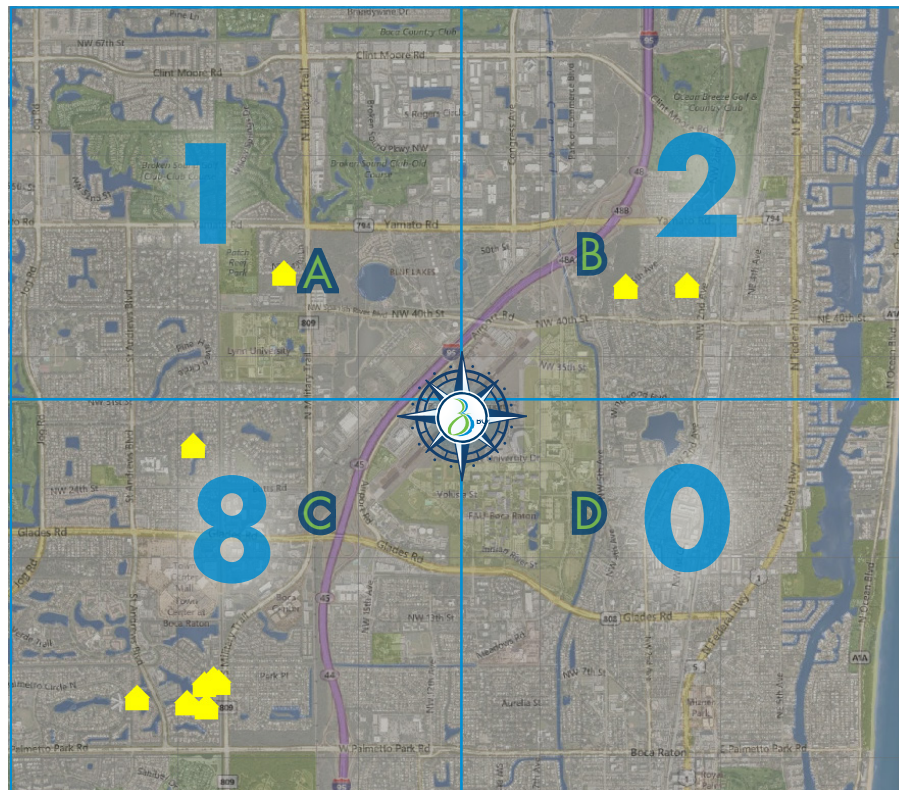
**Avgas:** Aviation gasoline designed for use in piston-engine aircraft.  
**Chart 4:** Month of February 2019 deliveries of Avgas in gallons compared to February 2020 deliveries of Avgas.



# FEBRUARY 2020

# 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 Villas	C	N/A	N/A	Low and Loud	272
Wolf Lehmkuhl	Wimbledon Villas	C	N/A	N/A	Low and Loud	202
Alison Bolah	Wimbledon Villas	C	N/A	N/A	Low and Loud	20
Arash Rahi	Wimbledon Villas	C	N/A	N/A	Low and Loud	20
Adam Cogley	Wimbledon Villas	C	N/A	N/A	Low and Loud	18
Michael Cybulski	Timbercreek	C	T	5	Low and Loud	8
Lorna Johnson	Wimbledon Villas	C	N/A	N/A	Low and Loud	2
Barbara Daddario	Town Place Club Villas	C	A	5	Low and Loud	1
Joann Tarantino	University Hill	B	A	23	Low and Loud	1
Joann Landon	Boca Hills	B	O	N/A	Helicopter	1
George Vallario	The Preserve	A	O	N/A	Helicopter	1

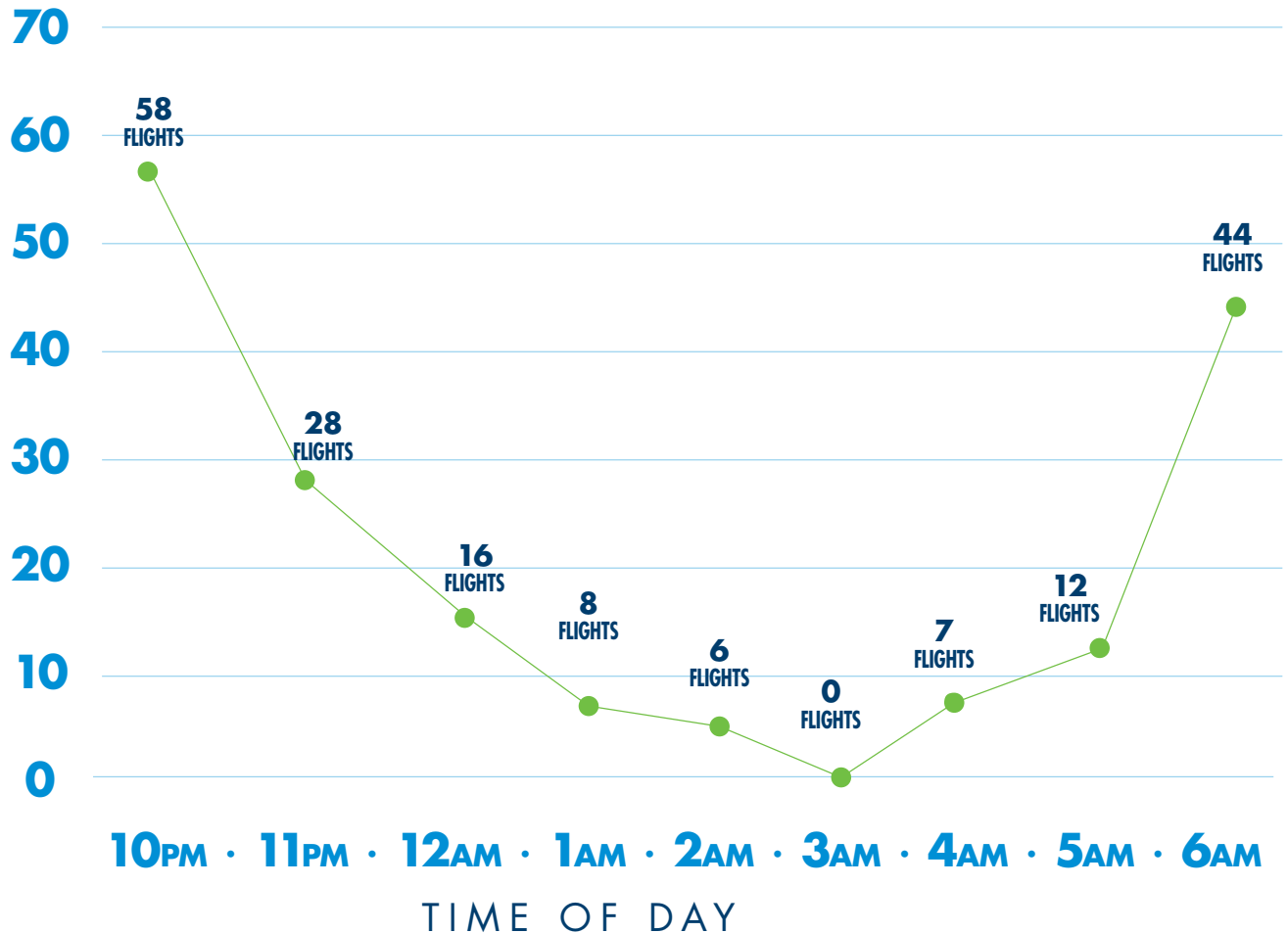
**Chart 6:** List of callers who submitted noise concerns via telephone, email, or on our website during the month of February.

FEBRUARY 2020

# NOISE ABATEMENT REPORT

**172**  
TOTAL NIGHT OPERATIONS

OPERATIONS - MONTHLY CUMMULATIVE TOTAL PER HOUR



NOT FOLLOWING **VOLUNTARY**  
CURFEW PROCEDURES

**125**  
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 February 2020.



FEBRUARY 2020

# CUSTOMS OPERATIONS REPORT



**FLIGHTS &  
OPERATIONS**



**PASSENGERS**

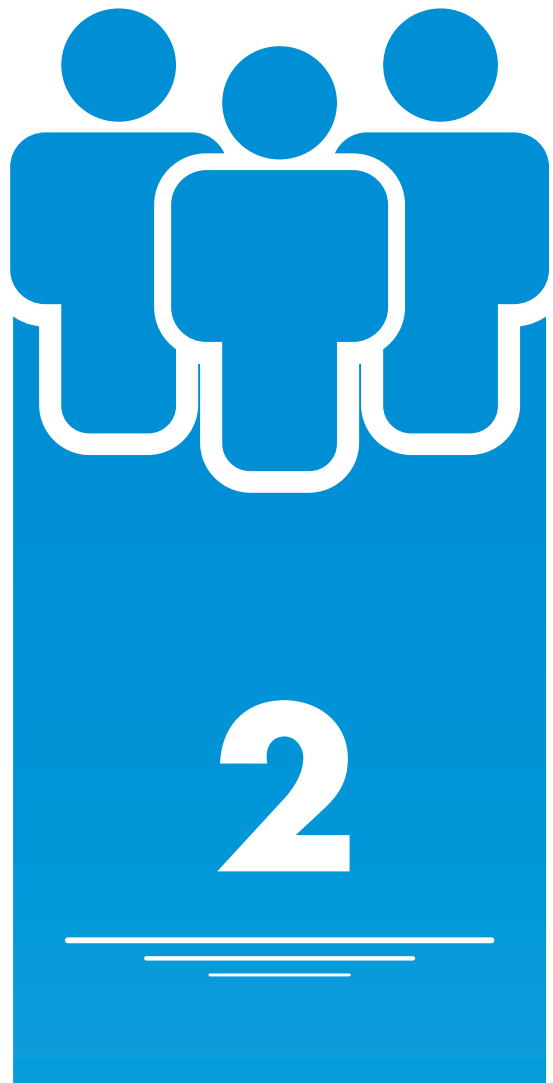
**Charts 8 & 9:** Total operations and total passengers during the month of February 2020.

FEBRUARY 2020

# CUSTOMS OPERATIONS REPORT



**VESSELS**



**PASSENGERS**



**Charts 10 & 11:** Total operations and and total passengers during the month of February 2020.

FEBRUARY 2020

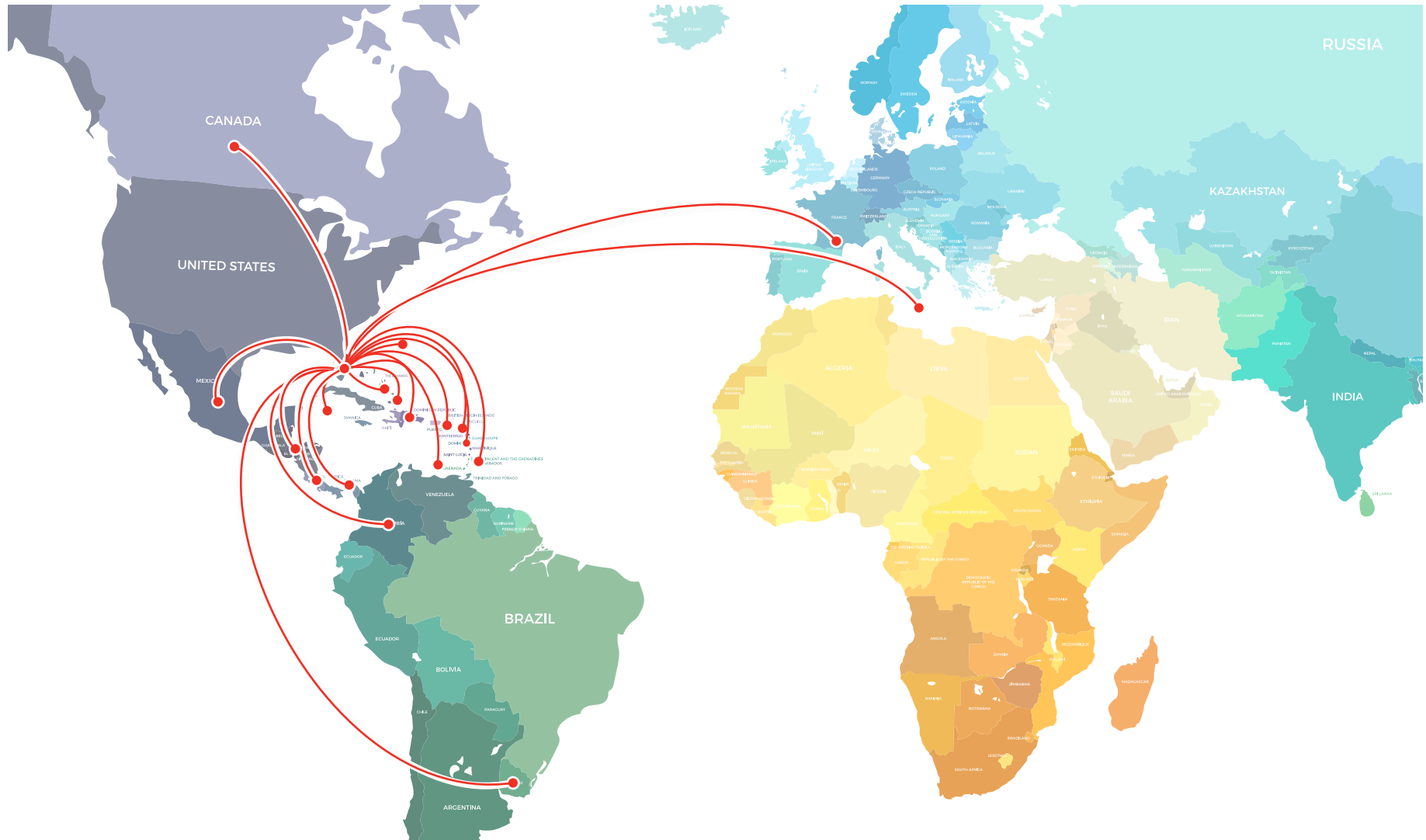
# CUSTOMS OPERATIONS REPORT

Country	No. of Flights
Bahamas	97
Canada	21
St. Martin	6
Turks & Caicos	6
Costa Rica	4
Mexico	3
Anguilla	2
Antigua	2
Aruba	2
Bermuda	2
Cayman Islands	2
Colombia	2
Dominican Republic	2
France	2
St Vincent	2
Barbados	1
Bonaire	1
Grand Cayman Islands	1
Honduras	1
Malta	1
Panama	1
St Kitts	1
Switzerland	1
US Virgin Islands	1
Uruguay	1

**Chart 14:** Total flights into BCT mapped by country of origin.

FEBRUARY 2020

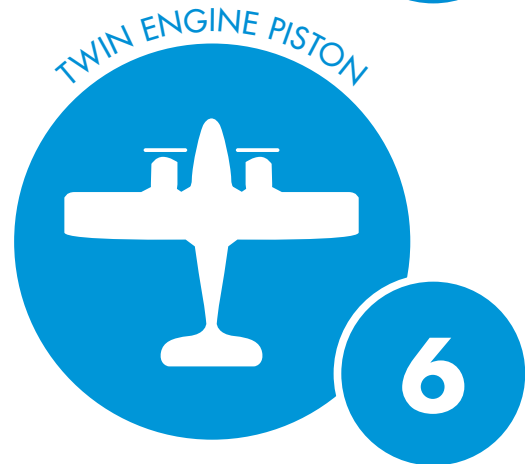
# CUSTOMS OPERATIONS REPORT



**Chart 15:** Total flights into BCT mapped by country of origin.

FEBRUARY 2020

# CUSTOMS OPERATIONS REPORT



**Chart 16:** Total operations by type of aircraft.

FEBRUARY 2020

# CUSTOMS OPERATIONS REPORT

AFTERHOURS CUSTOMS CLEARINGS

# 46

CLEARINGS



# 5 OUT OF 66

DURING **VOLUNTARY CURFEW**

**Chart 17:** 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.

FEBRUARY 2020

# CUSTOMS OPERATIONS REPORT



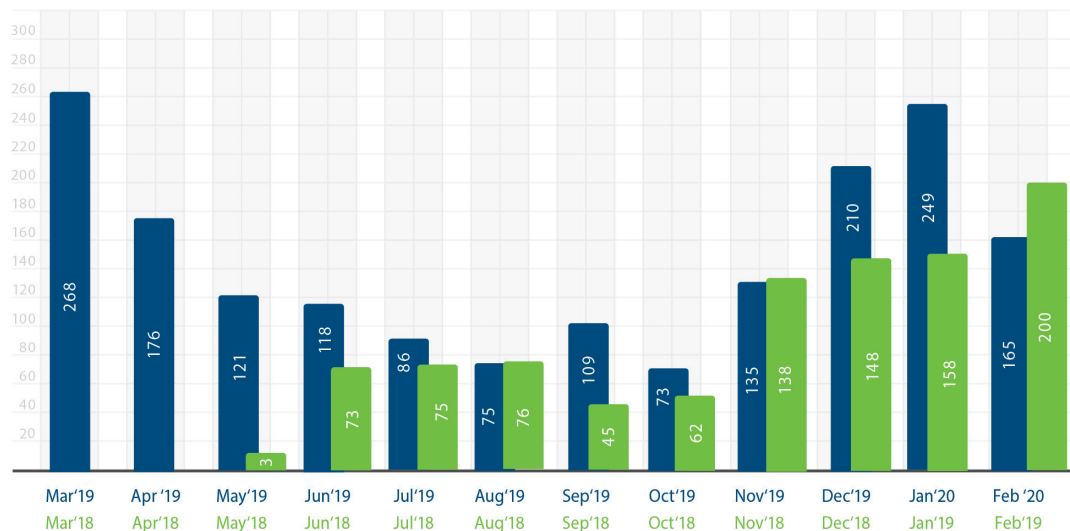
**FEBRUARY 2019**



**FEBRUARY 2020**

**Chart 18:** February 2019 total clearings compared to February 2020.

Monthly - Customs Operations





# Memo

To: Melvin Pollack, Chair and Board Members  
From: Travis Bryan, Operations Manager  
Date: March 18, 2020  
RE: **Airport Projects Update**

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## **AGENDA ITEM – IX - B**

### **Airport Road Beautification Project:**

This project encompasses the resurfacing of roadway pavements, relocation of sidewalk, bike lane installation, tenant entrance enhancements, and undergrounding of utilities to better withstand storm events. The project is currently at 90% design phase with the finalization of FP&L utility plans in the coming weeks and is expected to be bid this summer.

### **Stormwater Enhancements:**

This project encompasses the relocation of the primary stormwater outflow headwall to off Airport property. This enhances upkeep and maintenance of the system and removes a wildlife hazard as there will no longer be an open source of water accessible on property. The bid period for this project closed on March 10<sup>th</sup>. Airport Management and the Airport engineers are currently reviewing bids received. A recommendation to award a contract to the lowest responsive and responsible bidder will be made at the April 15, 2020 Board Meeting for a projected summer construction period.

### **ATCT Glass Replacement:**

a contract was executed in January with A-Christian Glass company to provide and install replacement impact resistant windows. The project is currently waiting on submittals from vendor to be reviewed and approved by the Airport engineers. The project is expected to be completed over the summer.

### **Geographic Information System Phase 1:**

This project encompasses the implementation of an integrated Geographic Information System (GIS) to assist in the collection and maintenance of Airport and aeronautical data.



The first phase of the project consists of the collection of data and installation of required hardware. When completed the Airport Layout Plan (ALP) and other CAD drawings for utilities and plans will be converted to a GIS format and added to the geodatabase. The project is currently at 85% completion.

**Taxiway Connector Widening:**

This project consists of the widening of multiple taxiway entrances to tenant aprons to accommodate the enhanced volume of larger aircraft utilizing the airport. Providing a larger paved area meeting current design standards will enhance safety and efficiency of aircraft movements especially during peak traffic periods such as during TFR periods. Another portion of this project will be the replacement of the current Precision Approach Path Indicator (PAPI) lighting system with a new LED based system enhancing safety and providing a reduction in maintenance expense. This project will be advertised for bid on the week of March 16<sup>th</sup>, with construction expected to begin over the summer.