

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

Wednesday, April 19, 2023
Boca Raton Airport Authority Administration Building
903 NW 35th Street, Boca Raton FL 33431

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Board Members on Wednesday, April 19, 2023 at 5 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 can be viewed live through YouTube at the following link.
https://youtube.com/live/wUbdqdg_GpE?feature=share.

ROLL CALL

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

II. APPROVAL OF MINUTES

A. Consider approval of Minutes for the Regular Meeting of March 15, 2023.

III. AGENDA CHANGES

IV. PUBLIC REQUESTS

If any member of the public wishes to provide a 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 back of the room. Each member of the public wishing to comment will be provided with five 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 March 2023 Financial Report.

Consider a Motion for approval of the Financial Report for March 2023.

VIII. TENANT REPORTS AND REQUESTS

A. Atlantic Aviation Special Event Request.

Consider Resolution No. 04-14-23 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation to host a Special Event on their Leasehold premises for Sky One Holdings, LLC dba Privaira on April 28, 2023.

IX. EXECUTIVE DIRECTOR AND STAFF REPORTS

A. Noise Abatement/Operations Summary for the month of February 2023.

B. Observation Area Project Contract Award.

Consider Resolution No. 04-15-23 of the Boca Raton Airport Authority approving a contract with Recreational Design & Construction, Inc. for Observation Area Design and Build.

C. 75th Anniversary Campaign Update.

D. Airport Project Update.

E. Boca Raton Airport Authority Enabling Act Update.

X. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

XI. PUBLIC COMMENT

XII. OTHER BUSINESS

XIII. MISCELLANEOUS

The next meeting is scheduled for May 17, 2023 at 5:00 p.m. in the Conference Room at the Boca Raton Airport Authority Administration Building.

XIV. ADJOURNMENT

Respectfully Submitted,
Clara Bennett
Executive Director

**Boca Raton Airport Authority
Meeting Minutes
March 15, 2023
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 5:00 p.m. A quorum was present.

BOARD MEMBERS

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

COUNSEL

Janice Rustin, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Christine Landers, Office Manager
Robert Abbott, Finance and Administration Manager
Hannah Oakland, Operations Coordinator
Florence Straugh, Operations Coordinator
Erin Spiropoulos, Finance and Administration Intern
Lorrel Haffenden, Operations Intern

Ms. Bennett introduced Ms. Florence Straugh, the new Airport Operations Coordinator.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the February 15, 2023 Regular Meeting was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

AGENDA CHANGES

Ms. Bennett advised the Board that Mr. Duffell had a previous appointment and requested to have item IX-B presented next on the agenda.

A Motion to approve the agenda change was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.

Ms. Bennett introduced Mr. Andrew Duffell, President, Florida Atlantic Research and Development Authority. Mr. Duffell provided an overview and status of the Research Park and the current tenants.

Mr. Tucker asked if they were aware of the Observation Area project. Mr. Duffell advised the Board that they are aware of the project and that the Research Park looked forward to the project being completed.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

There was no consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

FINANCIAL REPORT

Ms. Bennett advised the Board that Mr. Nobles was unable to attend the meeting due to a flight cancellation, however, he had reviewed the detailed financial report and had no comments. Ms. Bennett added that an updated financial report was provided to all Board members.

Mr. Abbott presented the Financial Report for February 2023.

A MOTION to approve the Financial Report for February 2023 was made by Mr. Folden and seconded by Mr. Tucker. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Kohut presented the request from Premier Aviation of Boca Raton, LLC for approval of exterior signage for La Condesa Mexican Restaurant.

A MOTION to approve Resolution No. 03-12-23 of the Boca Raton Airport Authority granting final approval to Premier Aviation of Boca Raton, LLC for permanent, exterior signage to La Condesa Mexican Restaurant was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORT

Ms. Oakland presented the Noise Abatement/Operations Summary for the month of February.

Mr. Tucker pointed out that Customs will celebrate its fifth year of operations in May, and this may be a good time to provide an update on the facility. Ms. Bennett reported that

Airport Management is compiling data and will be presenting it at the end of May in conjunction with the anniversary of the opening date of the facility.

Mr. Kohut presented the Security Guard Services Contract Amendment and Renewal.

A MOTION to approve Resolution No. 03-13-23 of the Boca Raton Airport Authority authorizing a contract amendment and exercising a one-year renewal option with Allied Universal Security was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Kohut presented the Airfield Lighting and Signage Upgrades Contract Award.

A MOTION to approve Resolution No. 03-13-23 of the Boca Raton Airport Authority approving a contract with Hypower, LLC for Airfield Lighting and Signage upgrades at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.

Ms. Landers presented the Corporate Identity and Community Engagement Program update.

Mr. Kohut provided an update on the Boca Raton Airport Authority Enabling Act.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no Authority Member requests or reports.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regular meeting is scheduled for April 19, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 5:51 p.m.

James R. Nau, Chair

Date



Memo

To: James R. Nau, Chair and Board Members
From: Robert Abbott, Finance and Administration Director
Date: April 19, 2023
RE: **Financial Report – March 2023**

AGENDA ITEM – VII – A

Airport Management and the Secretary/Treasurer will provide an overview of the Financial Report for the six months ending March 31, 2023.

Total Operating Revenues as of March 31, 2023 were \$3,691,705 an increase of \$425,204 or 13.0% to budget. This increase is due to the seasonal nature of fuel flowage and Customs fees.

Total Non-Operating Revenues and Capital Contributions as of March 31, 2023 were \$1,210,588.

Total Operating Expenses as of March 31, 2023 were \$2,617,797 an increase of \$45,205 or 1.8% compared to budget. Significant variances in expenses compared to budget for the six months ending March 31, 2023 are as follows:

- Airport Operations expenditures are up \$157,706 or 33.8% to budget due to the one-time expense of the airfield rubber removal and restriping project.
- Project expenditures are down \$173,114 or 38.5% to budget due to the timing of certain projects that have not yet begun.

- Professional Services are up \$53,177 or 45.1% year-to-date. Legal Expenses for the month of March were not available at the time of this report. Legal expenditures are detailed below, including a breakdown of costs for any project related expenses and litigation expenses.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	TOTAL
GENERAL	23,749	\$39,946	\$9,913	\$4,121	\$39,760								\$117,155
LITIGATION			\$14,074	\$10,557	\$3,855								\$28,485
PROJECT				\$4,070	\$3,562								\$7,632

Total Capital Expenditures as of March 31, 2023 were \$1,647,726 The majority of these Expenditures are attributable to Task 65 Security Enhancements and Task 47 Airport Road.



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Six Months Ending March 31, 2023
(unaudited)

Summary Results

	FY 2023 Annual Budget	FY 2023 March Actual	FY 2023 March Budget	Variance	
				FY 2023 Actual vs. Budget	
				Dollars	Percent
Operating Revenues	\$ 6,533,002	\$ 3,691,705	\$ 3,266,501	\$ 425,204	13.0%
Operating Expenses	\$ 5,145,184	\$ 2,617,797	\$ 2,572,592	\$ 45,205	1.8%
Operating Income/(Loss) before Depreciation	\$ 1,387,818	\$ 1,073,908	\$ 693,909	\$ 379,999	54.8%
Depreciation	\$ 2,225,000	\$ 185,417	\$ 185,417	\$ -	0.0%
Net Operating Income/(Loss)	\$ (837,182)	\$ 888,491	\$ 508,492	\$ 379,999	74.7%
Non-Operating Revenues	\$ 855,030	\$ 272,645			
Income/(Loss) before Capital Contributions	\$ 17,848	\$ 1,161,136			
Capital Contributions from State and Federal Grants	\$ 600,000	\$ 937,913			
Change in Net Position	\$ 617,848	\$ 2,099,049			



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Six Months Ending March 31, 2023
(unaudited)

Revenue Summary

	FY 2023 Annual Budget	FY 2023 March Actual	FY 2023 March Budget	Variance	
				FY 2023 Actual vs. Budget	
				Dollars	Percent
Rent Revenue	\$ 4,761,704	\$ 2,395,726	\$ 2,380,852	\$ 14,873	0.6%
Fuel Flowage Fees	\$ 1,155,000	\$ 863,044	\$ 577,500	\$ 285,544	49.4%
Customs Facility Revenue	\$ 550,000	\$ 396,325	\$ 275,000	\$ 121,325	44.1%
Other Revenue	\$ 66,298	\$ 36,610	\$ 33,149	\$ 3,461	10.4%
Total Operating Revenues	\$ 6,533,002	\$ 3,691,705	\$ 3,266,501	\$ 425,204	13.0%
Interest Income	\$ 200,000	\$ 221,044	\$ 100,000	\$ 121,044	121.0%
FDOT Grants	\$ 810,432	\$ 51,600			
FAA Grants	\$ -	\$ -			
Non-Operating Revenues	\$ 1,010,432	\$ 272,645			
FDOT Grants	\$ 341,568	\$ 937,913			
FAA Grants	\$ 468,864	\$ -			
Capital Contributions from State and Federal Grants	\$ 810,432	\$ 937,913			



Boca Raton Airport Authority
Income Statement: Budget Variance Summary
For the Six Months Ending March 31, 2023
(unaudited)

Expense Summary

	FY 2023 Annual Budget	FY 2023 March Actual	FY 2023 March Budget	Variance FY 2023 Actual vs. Budget	
				Dollars	Percent
Personnel Expenses	\$ 1,476,024	\$ 785,744	\$ 738,012	\$ 47,732	6.5%
Professional Services	\$ 283,080	\$ 186,594	\$ 141,540	\$ 45,054	31.8%
Office Operating Expenses	\$ 367,068	\$ 166,362	\$ 183,534	\$ (17,172)	-9.4%
Airport Operations	\$ 934,027	\$ 624,720	\$ 467,013	\$ 157,706	33.8%
Insurance Expense	\$ 303,380	\$ 150,930	\$ 151,690	\$ (760)	-0.5%
ATCT Facility	\$ 60,798	\$ 19,090	\$ 30,399	\$ (11,309)	-37.2%
Customs Facility	\$ 523,400	\$ 255,782	\$ 261,700	\$ (5,918)	-2.3%
Marketing & Special Events	\$ 297,407	\$ 151,688	\$ 148,703	\$ 2,984	2.0%
Projects	\$ 900,000	\$ 276,886	\$ 450,000	\$ (173,114)	-38.5%
Total Operating Expenses	\$ 5,145,184	\$ 2,617,797	\$ 2,572,592	\$ 45,205	1.8%
Capital Outlay	\$ 110,000	\$ -			
Capital Improvement Program	\$ 4,716,666	\$ 1,647,726			
Total Capital Expenditures	\$ 4,826,666	\$ 1,647,726			



Boca Raton Airport Authority
Balance Sheet Summary
March 31, 2023
(unaudited)

Summary Results

ASSETS		LIABILITIES AND CAPITAL	
Current Assets		Current Liabilities	
Cash and Cash Equivalents	\$ 1,189,232	Accounts Payable	\$ 347,914
Receivables	\$ 60,757,875	Due to Other Governments	\$ 85,057
Due From Other Governments	\$ 1,297,053	Compensated Absences, short-term	\$ 79,023
Money Markets	\$ 3,756,265	Deferred Rent Income	\$ 120,243
Certificates of Deposit	\$ 11,477,829	Long Term Lease Liabilities	<u>\$ 62,777,037</u>
Certificates of Deposit, Restricted	\$ 1,051,029		\$ 63,409,274
Other Assets	\$ 186,553	Total Current Liabilities	
		Non-Current Liabilities	\$ 1,006,108
Total Current Assets	\$ 79,715,837	Security Deposits	<u>\$ -</u>
Non-Current Assets		Compensated Absences, long-term	\$ 1,006,108
Rent Receivable	\$ 334,348	Total Non-Current Liabilities	
Capital Assets			<u>\$ 64,415,383</u>
Land	\$ 5,737,207	Total Liabilities	
Avigation Easements	\$ 4,835,961	Capital	\$ 267,950
Project in Progress	\$ 12,059,451	Florida Operations Trust Fund	\$ 51,231,986
Buildings	\$ 11,527,025	Retained Earnings	\$ 317,029
Land Procurement	\$ 955,070	Contributed Capital - Federal	\$ 6,430,281
Leasehold Improvements	\$ 9,311,308	Contributed Capital - State	<u>\$ 1,179,886</u>
Furniture, Fixtures, and Equipment	\$ 2,032,831	Net Income	
Infrastructure	\$ 26,088,620		
		Total Capital	\$ 59,427,132
Less Accumulated Depreciation	<u>\$ (28,755,143)</u>	Total Liabilities & Capital	<u>\$ 123,842,515</u>
Total Non-Current Assets	\$ 44,126,678		
Total Assets	<u>\$ 123,842,515</u>		



Memo

To: James R Nau, Chair and Board Members
From: Robert Pratt, Operations Coordinator
Date: April 19, 2023
RE: **Special Event – Atlantic Aviation**

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 April 28th, 2023 on their leasehold premises.

Privaira is seeking Authority approval to host an event for the Boca Raton Police Foundation to raise funds to enhance the Boca Raton Police Department's ability to acquire the newest and most up-to-date equipment, technology, and training and fund community outreach programs that improve safety, impact officer readiness, and enhance their quality of life. This event will be located in Hangar 9 and approximately 200 people are expected to attend the event, with valet parking provided landside.

Airport Management recommends approval of Resolution Number 04-14-23 granting Conditional Approval to Atlantic Aviation to hold the Special Event on April 28, 2023, subject to the submittal and Airport Management approval of the required safety and security plans.

BOCA RATON AIRPORT AUTHORITY

RESOLUTION NO 04-14-23

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 April 28, 2023.

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 June 1, 2022, the Authority entered into an Amended and Restated Fixed Base Operator Lease and Operating Agreement with Atlantic Aviation ("Atlantic Aviation-Boca Raton LLC");

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 April 28, 2023 (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

NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 19th DAY OF APRIL 2023, 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 04-14-23.**
- 4. The Authority hereby authorizes the Chair or Vice-Chair to execute Resolution Number 04-14-23.**

ADOPTED by the Boca Raton Airport Authority this 19th day of April 2023.

ATTEST:

BOCA RATON AIRPORT AUTHORITY

**Randy Nobles
Secretary & Treasurer**

**James R. Nau
Chair**



March 22, 2023

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

Re: Letter of Request for Approval of Hangar Event

Dear Clara,

I would like to formally request approval for an event on behalf of our tenant Privaira in Atlantic Aviation Hangar 9. The event will be hosted by the Boca Raton Police Foundation. They raise funds to enhance the Boca Raton Police Department's ability to acquire the newest and most up to date equipment, technology and training, fund community outreach programs that improve safety, impact officer readiness and enhance the quality of life.

We are requesting for the event to take place on April 28th, 2023 from 7:00 pm to 10:00 pm.

The admission will be invitation only and will be fewer than 200 guests. Parking will be valet, security will be in place, and all vendors will submit insurance for BRAA approval.

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,


John Gerety III
General Manager
BCT

ATLANTIC



Memo

To: James R. Nau, Chair and Authority Members
From: Robert Pratt, Operations Coordinator
Date: April 19, 2023
RE: **Operations and Noise Abatement Report, March 2023**

AGENDA ITEM – IX- A

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

During the month of March 2023, there were 7,931 operations reported by the Tower, which is a 19% increase over the total operations reported in March 2022.

Deliveries of Jet A fuel were down 51% compared to March of 2022, and deliveries of Avgas were down 24% compared to March 2022. These numbers do not include fuel figures from Signature Flight Support, which were not available at the time of this report.

There were 1,212 noise calls made by nine different households received on the Airport Authority Noise Hotline and Online Noise Reporting Form.

During the month, 262 aircraft cleared Customs from 24 different countries. There were also three vessel clearings for the month. There were 66 afterhours clearings. Of these flights, 39 cleared on Tuesdays and Wednesdays, when the facility is normally closed.

THE BOCA RATON AIRPORT AUTHORITY

OPERATIONS & NOISE ABATEMENT REPORT

MARCH 2023



MARCH 2023

OPERATIONS REPORT



21%
TRAINING



45%
IFR



34%
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.



6,673
MARCH 2022

+19%



7,931
MARCH 2023

TOWER OPERATIONS

Chart 2: March 2022 operations compared to March 2023 tower operations.

ABBREVIATIONS:

IFR (Instrument Flight Rules): Planes flying on an instrument flight plan - Primarily jets. VFR (Visual Flight Rules): - Primarily propeller aircraft.

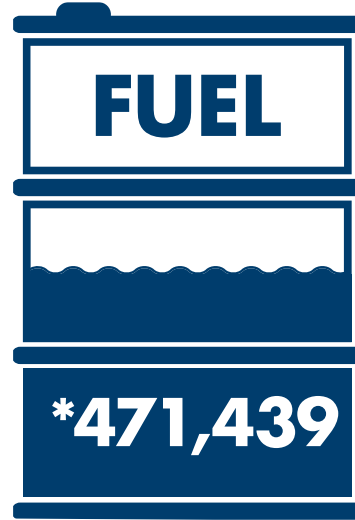
MARCH 2023

OPERATIONS REPORT



GALLONS
MARCH 2022

-51%



GALLONS
MARCH 2023

JET A FUEL REPORT

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

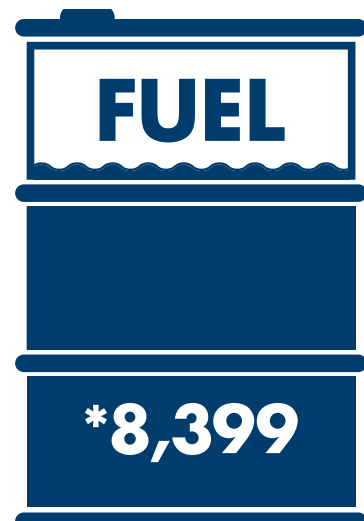
Chart 3: Month of March 2022 deliveries of Jet A in gallons compared to March 2023 deliveries of Jet A.

*Does not include fuel from Signature Flight Support



GALLONS
MARCH 2022

-24%



GALLONS
MARCH 2023

AVGAS FUEL REPORT

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

Chart 4: Month of March 2022 deliveries of Avgas in gallons compared to March 2023 deliveries of Avgas.

*Does not include fuel from Signature Flight Support

MARCH 2023

NOISE ABATEMENT REPORT

NOISE CONCERNS BY HOUSEHOLD PER QUADRANT

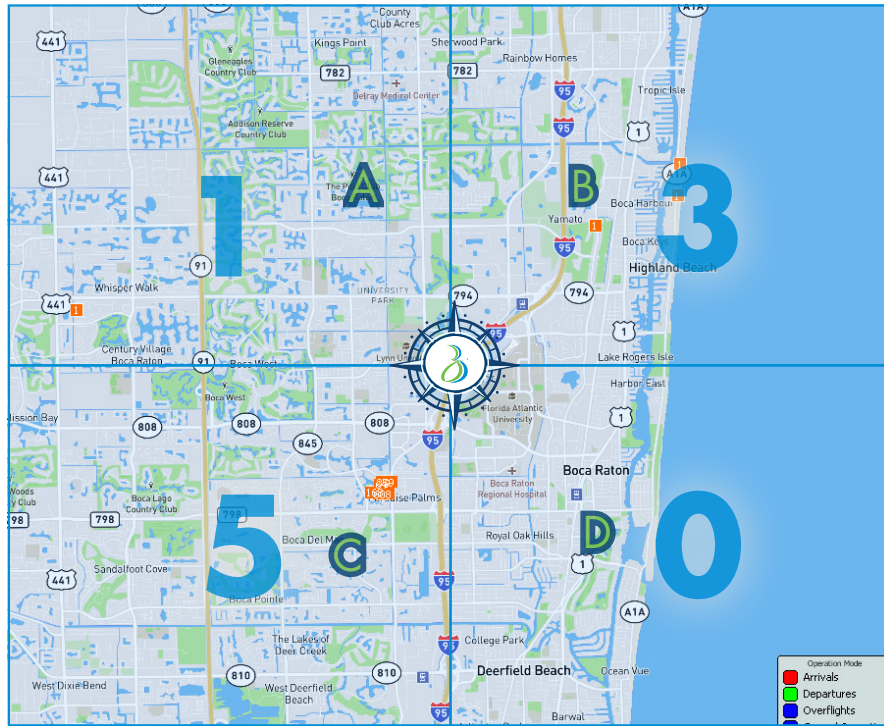


Chart 5: Noise concerns submitted via telephone, email, or on our website are tracked by quadrant where the noise concern occurred in relation to the airport.

Name	Community	Quadrant	Runway	A/D/O/T*	Concern	# Calls
Wolf Lehmkuhl	Wimbledon Villas	C	N/A	N/A	Low and Loud	608
Adam Cogley	Wimbledon Villas	C	N/A	N/A	Low and Loud	359
Ross Rosenberg	Wimbledon Villas	C	N/A	N/A	Low and Loud	168
Allison Bolah	Wimbledon Villas	C	N/A	N/A	Low and Loud	64
Arash Rahi	Wimbledon Villas	C	5	A	Low and Loud	9
Hunter Betancourt	Southwind Lakes	A	5	A	Low and Loud	1
John Boden	Hillsboro Park	B	23	A	Low	1
Dennis Rendeiro	Ocean Dunes	B	5	D	Amount of airplanes	1
Rose Reinersten	Boca Teeca	B	23	A	Low and Loud	1

***A: Arrival, D: Departure, O: Overflight, T: Touch and Go.**

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

MARCH 2023

NOISE ABATEMENT REPORT

161
TOTAL NIGHT OPERATIONS

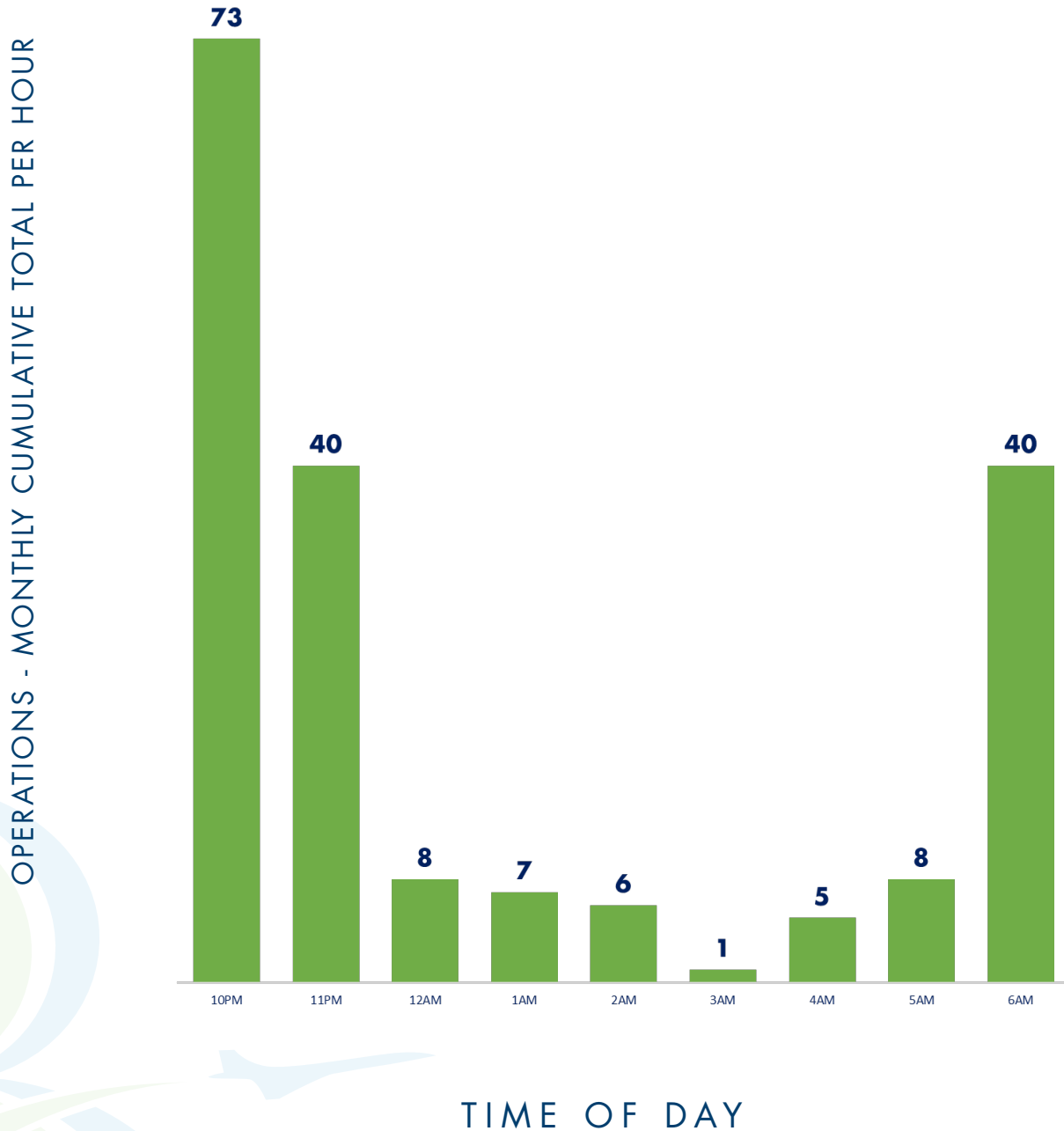


Chart 7: A voluntary curfew operation is an operation that occurred during our voluntary night curfew from 22:00 – 07:00. Chart breaks down the number of operations per hour during the voluntary curfew period in March 2023.

MARCH 2023

CUSTOMS OPERATIONS REPORT



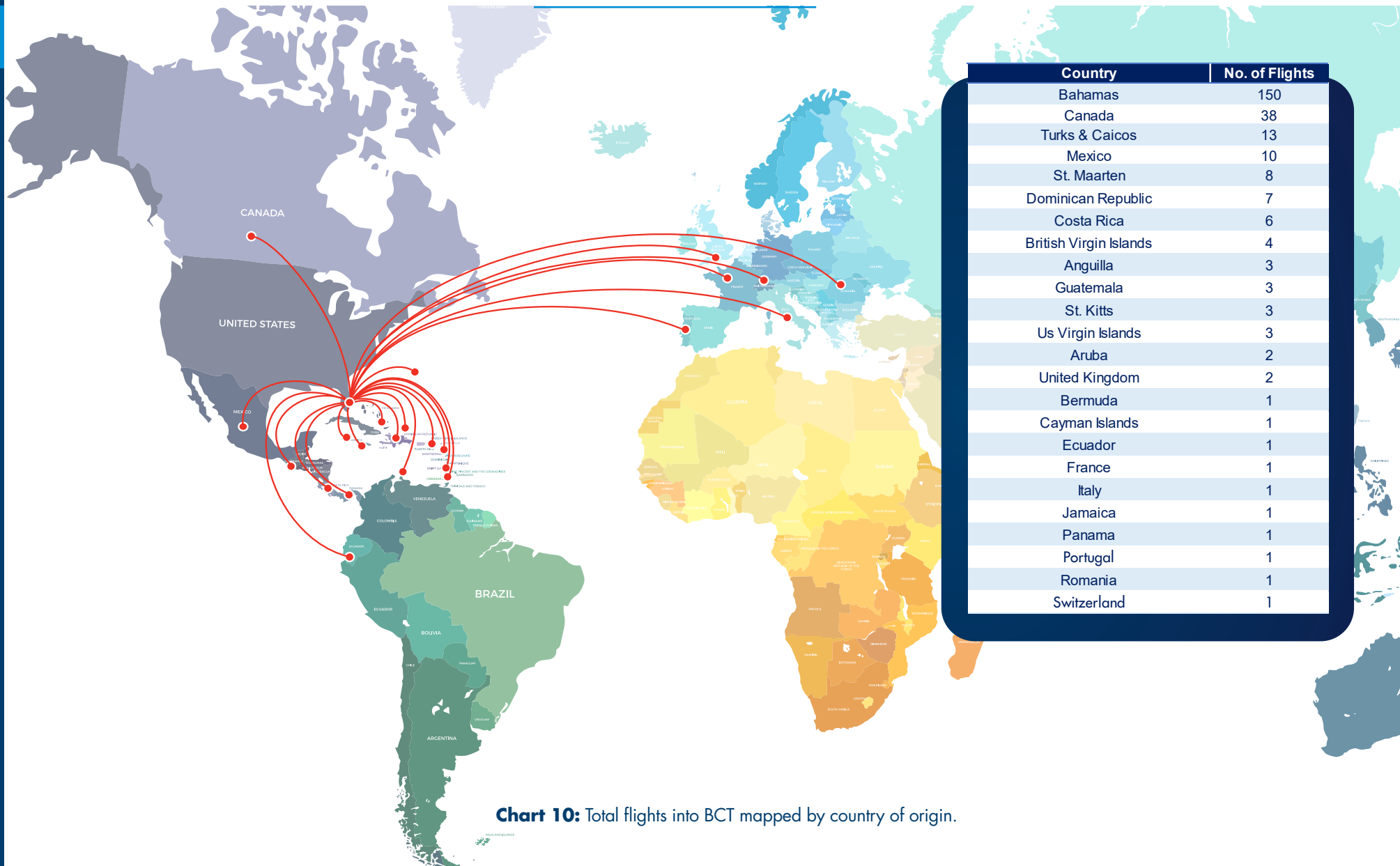
Chart 8: Total aircraft operations and total passengers during the month of March 2023.



Chart 9: Total vessel operations and total passengers during the month of March 2023.

MARCH 2023

CUSTOMS OPERATIONS REPORT



Country	No. of Flights
Bahamas	150
Canada	38
Turks & Caicos	13
Mexico	10
St. Maarten	8
Dominican Republic	7
Costa Rica	6
British Virgin Islands	4
Anguilla	3
Guatemala	3
St. Kitts	3
Us Virgin Islands	3
Aruba	2
United Kingdom	2
Bermuda	1
Cayman Islands	1
Ecuador	1
France	1
Italy	1
Jamaica	1
Panama	1
Portugal	1
Romania	1
Switzerland	1

MARCH 2023

CUSTOMS OPERATIONS REPORT

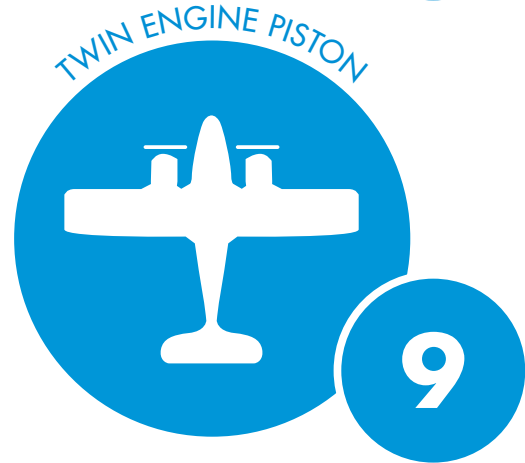
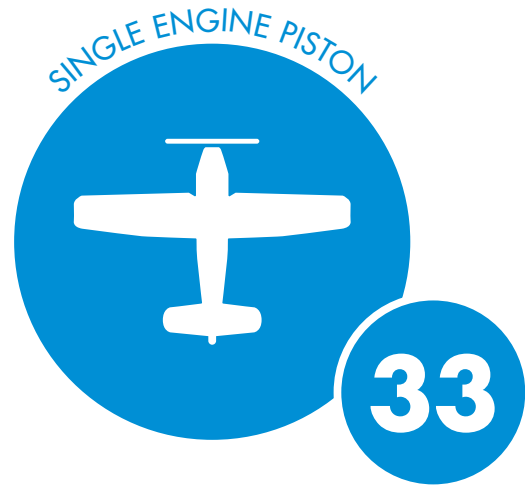


Chart 11: Total operations by type of aircraft.

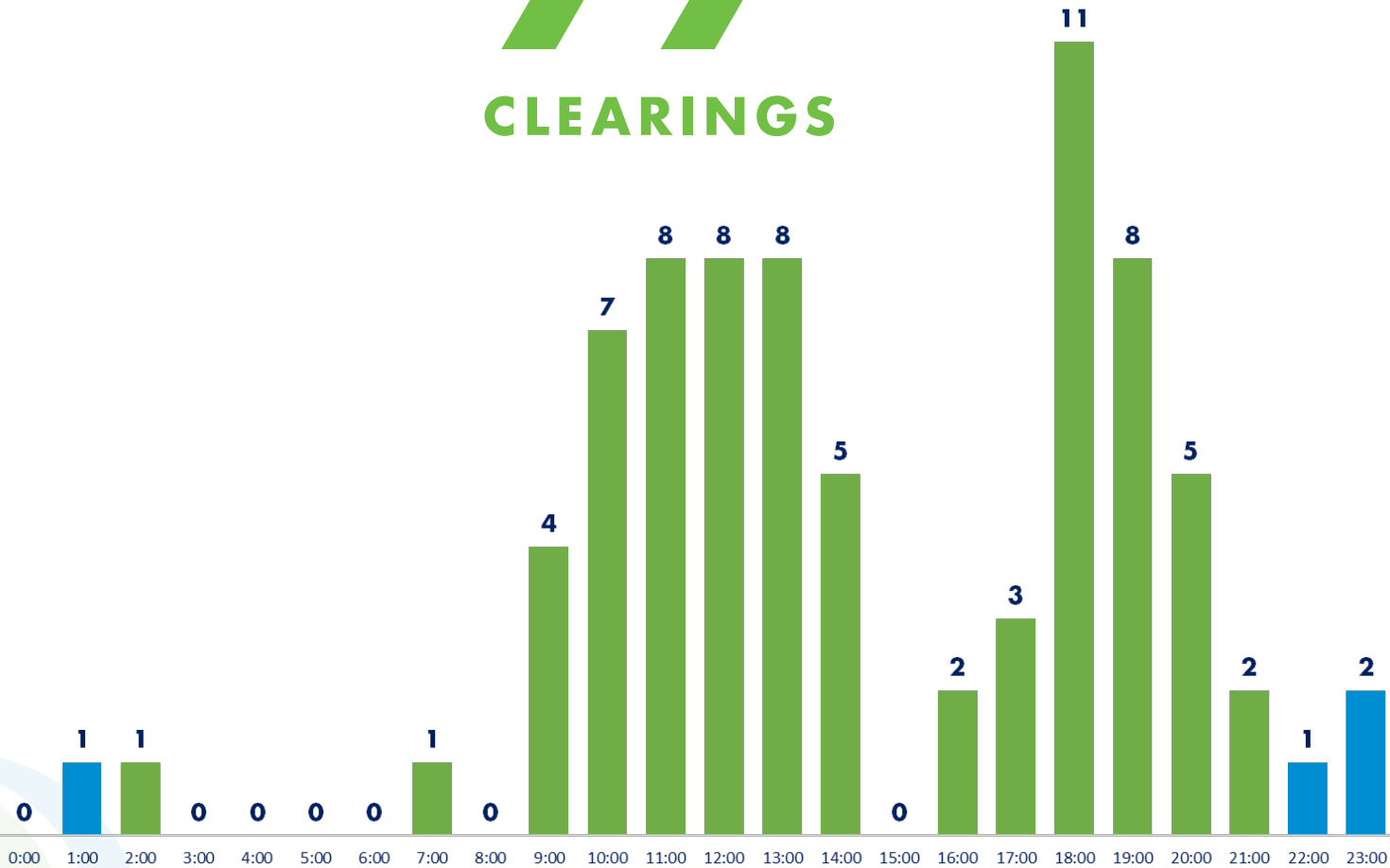
MARCH 2023

CUSTOMS OPERATIONS REPORT

AFTERHOURS CUSTOMS CLEARINGS

77

CLEARINGS



5 OUT OF 77

DURING VOLUNTARY CURFEW

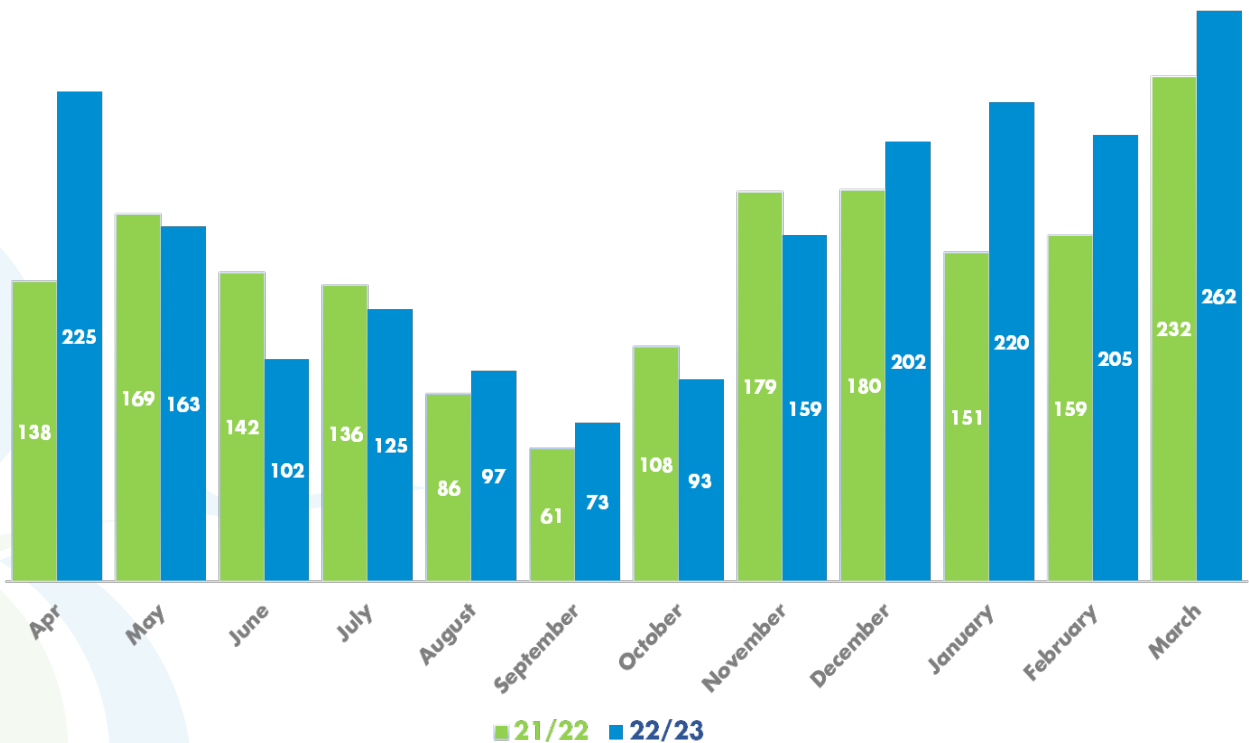
Chart 12: An afterhours clearing refers to any aircraft who clears Customs outside of their normal hours of operation. These hours are Thursday - Monday from 10:30 - 18:30. This includes all aircraft who clear on Tuesdays and Wednesdays. Voluntary Curfew hours clearings refer to any aircraft who clears customs between the hours of 22:00 - 07:00.

MARCH 2023

CUSTOMS OPERATIONS REPORT



Chart 13: March 2022 total clearings compared to March 2023.





Memo

To: James R. Nau, Chair and Board Members
From: Clara Bennett, Executive Director
Date: April 19, 2023
RE **Flight Observation Area – Phase I Contract Award**

AGENDA ITEM – IX – B

A Request for Qualifications (RFQ) for progressive design build services for a Flight Observation Area was advertised on February 19, 2023 and closed on March 21, 2023. Two bids were received and evaluated by the Qualifications Evaluation Committee (QEC) on April 7, 2023.

The QEC ranked Recreational Design & Construction, Inc. (RDC) of Fort Lauderdale as the highest-ranking proposer. RDC has been in business for 29 years and has 33 employees. The company specializes in design and construction of public, sport and aquatic facilities and has completed more than 500 public facilities for developers, owners, colleges, universities, and government agencies. Recent notable projects include the Pompano Beach Amphitheater and the JM Family Enterprises Corporate Headquarters project, both of which used the tensile membrane structure selected by the Board for the Observation Area.

RDC is now developing its pricing proposal to complete the design of the project, per the requirements of the RFQ. The pricing proposal is expected within the next few days. Once received, Airport Legal Counsel and Airport Management will finalize the contract and recommendation for contract award at this month's meeting. The contract and the resolution recommending contract award will be forwarded to the Board as soon as they are available.



Memo

To: James R. Nau, Chair and Board Members
From: Clara Bennett, Executive Director
Date: April 19, 2023
RE: **75th Anniversary Marketing Campaign Update**

AGENDA ITEM – IX – C


Garth Solutions, Inc. will present an update on the Boca Raton Airport 75th Anniversary marketing campaign.



Board of Commissioners | Regular Meeting: 04/19/2023
Presented by Garth Solutions Inc.



WELCOME TO BOCA RATON

 U.S. Customs and
Border Protection
Boca Raton Airport



MOBILIZATION 1

75TH ANNIVERSARY PLAN 2

IMPLEMENTATION 3

EVENT CONNECTIONS 4

 MOBILIZATION



ONBOARDING

ONGOING DELIVERABLES

75TH ANNIVERSARY CAMPAIGN




PROGRESS OVERVIEW





75TH ANNIVERSARY PLAN



CAMPAIGN OBJECTIVES

-  **Promote the airport's value & role in the past, present, and future of the City of Boca Raton**
 - Tell the story of the airport and its **history**
 - Increase awareness of the economic impact on the airport in the **present**
 - Generate interest and enthusiasm for the airport's role in the **future**

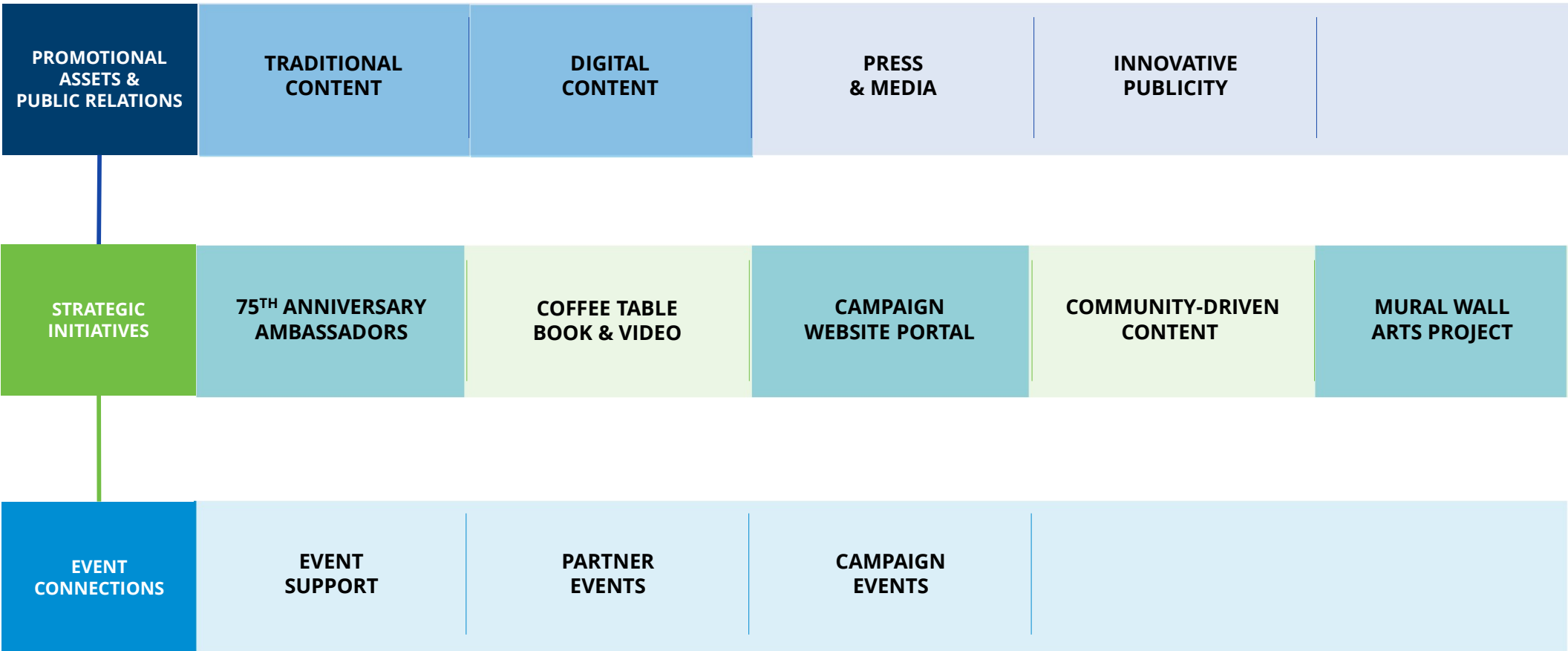
-  **Strengthen relationships with surrounding institutions, government, & strategic partners**

-  **Boost engagement on platforms and at events through community-driven content**



IMPLEMENTATION

75th ANNIVERSARY INITIATIVES



PROMOTIONAL ASSET DEVELOPMENT



BRANDING

PRINT MATERIALS

GIVEAWAY ITEMS

75th ANNIVERSARY AMBASSADORS

IMPLEMENTATION

MARCH - JUNE 2023

To promote the 75th Anniversary and related activities, selected ambassadors will receive resources to educate themselves and easily share information with their audiences.

POTENTIAL AMBASSADORS

- Past Board Members
- Tenants
- Educational Partners
- Boca Raton Historical Society
- Boca Raton Festival of the Arts
- Boca Raton Chamber of Commerce
- Boca Raton Innovation Campus
- City/County Officials



Ambassador kit example/inspiration

COMMEMORATIVE COFFEE TABLE BOOK & VIDEO

CONCEPT

A 75th Anniversary Coffee Table book will showcase key moments in the past and present and explore the future of the airport and city. It will be available in physical and digital formats, accompanied by a video featuring comments and testimonials from BRAA staff, tenants, and key industry/community partners.

75TH ANNIVERSARY COFFEE TABLE BOOK

CONTENT PROMPTS:

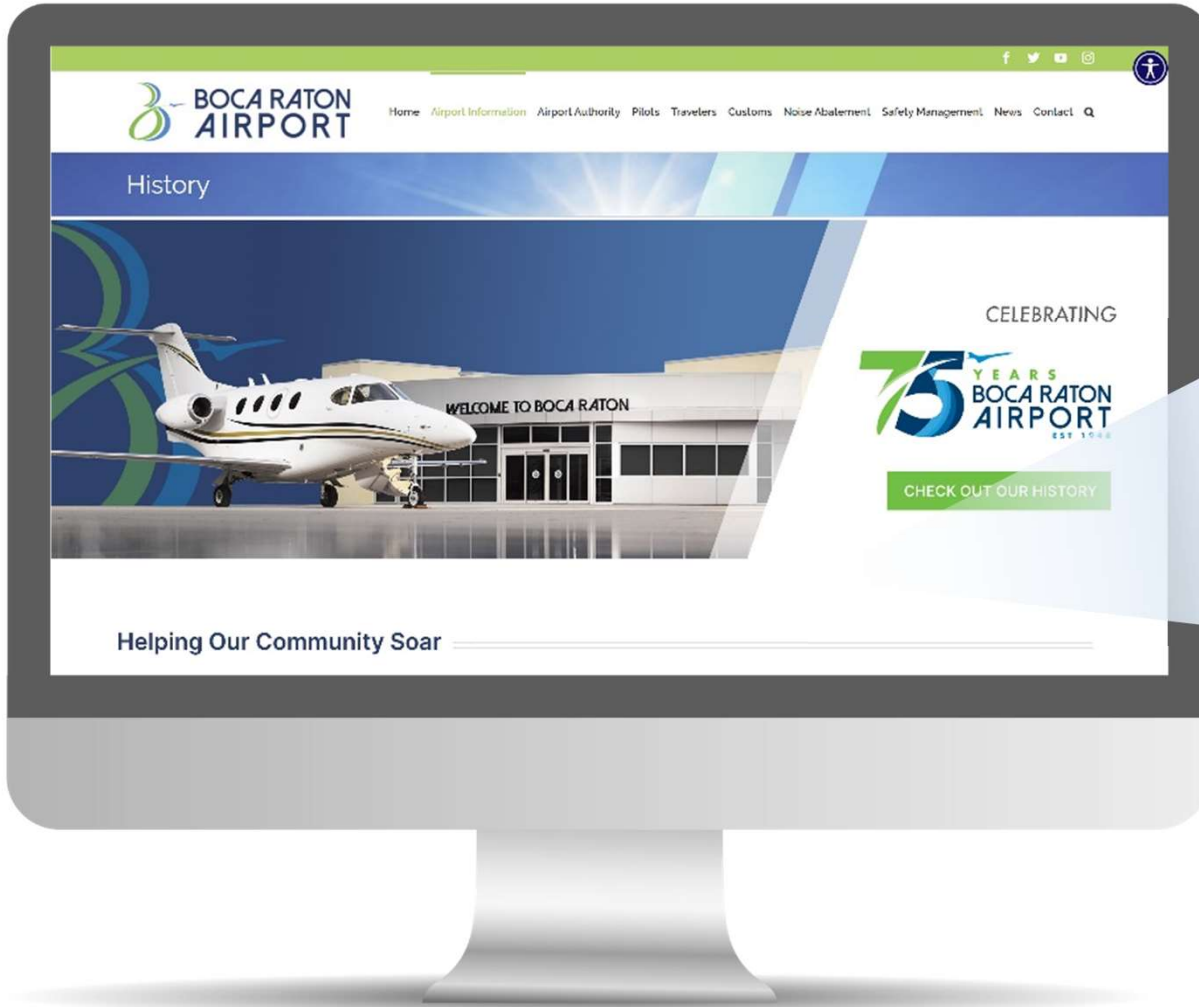
- Part of the Past
- Excited about the Present
- Airport's Role in the Future



Content collection and storyboarding of the coffee table book is in progress.



CAMPAIGN WEBSITE PORTAL



IMPLEMENTATION

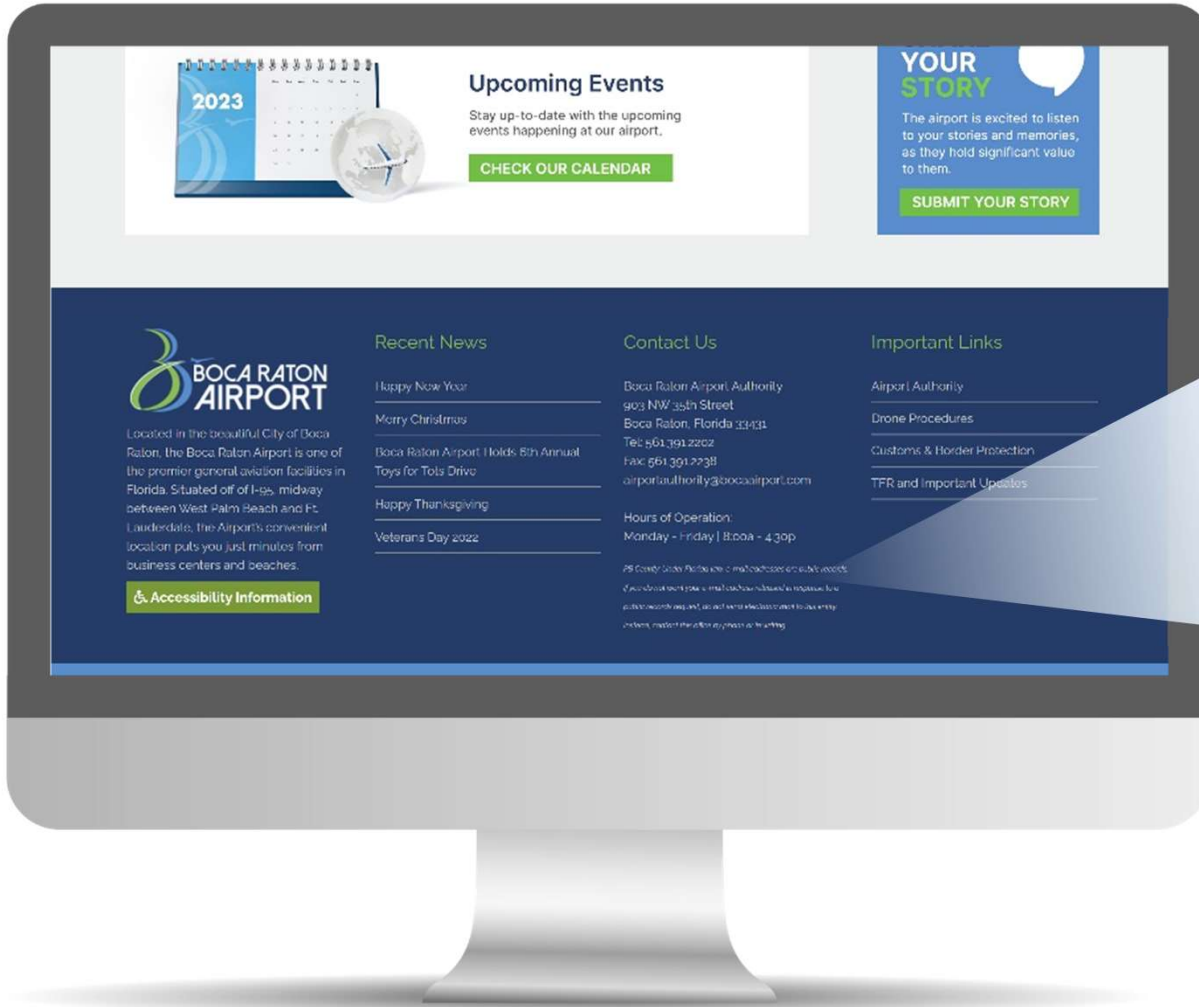
MAY - JUNE 2023

75th Anniversary website hub design in progress.

INCLUDED CONTENT

- Past/Present/Future interactive timeline
- Community-generated content
- Event announcements and updates
- Ambassador resources and downloads

CAMPAIGN WEBSITE PORTAL



IMPLEMENTATION

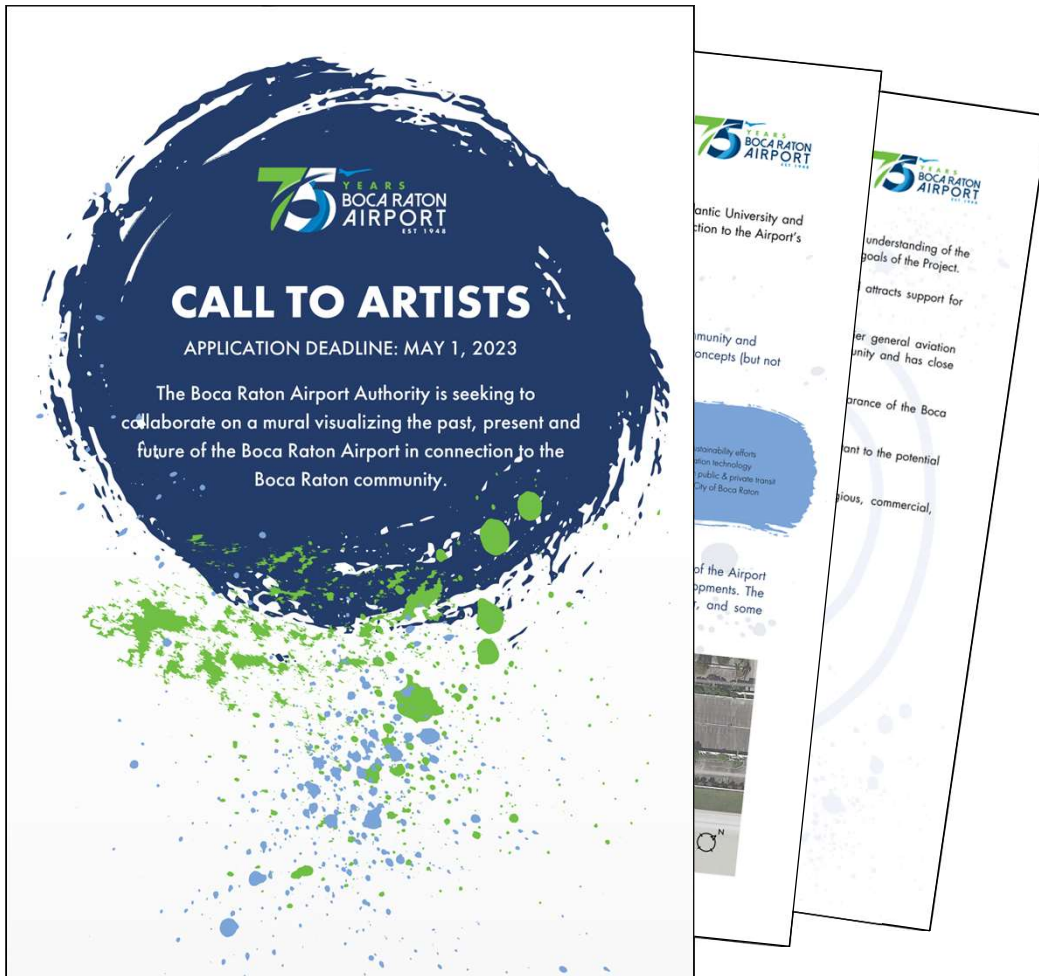
MAY - JUNE 2023

75th Anniversary website hub design in progress.

INCLUDED CONTENT

- Past/Present/Future interactive timeline
- Community-generated content
- Event announcements and updates
- Ambassador resources and downloads

MURAL WALL ARTS PROJECT



IMPLEMENTATION

MARCH - JUNE 2023

Discussion ongoing with University Representatives and professional artists.



Boca Aircraft
MAINTENANCE

EVENT CONNECTIONS



TIERED ENGAGEMENT

During the 75th Anniversary year, the BRAA will support, sponsor, and host events with varying levels of connection to the 75th anniversary. To standardize these campaign connections, all events will be broken into tiers based on the level of activity appropriate.

TIER 1

Event Support



TIER 2

Partner Events



TIER 3

Campaign-specific themed events



- COCKTAIL EVENT
- TED TALK CONCEPT
- 75TH ANNIVERSARY CELEBRATION

TIMELINE & MILESTONES

STRATEGIC INITIATIVES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PROMOTIONAL ASSET DEVELOPMENT												
MURAL WALL												
AMBASSADOR PROGRAM												
WEBSITE PORTAL												
COFFEE TABLE BOOK												
COMMEMORATIVE VIDEO												

PARTNERSHIP EVENTS (TIER 2)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CITY OF BOCA RATON 4TH OF JULY EVENT												
BUSINESS SPEAKING SERIES												
EDUCATIONAL SPEAKING SERIES												

CAMPAIGN-FOCUSED EVENTS (TIER 3)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BOCA HISTORICAL SOCIETY EVENT												
TED TALK CONCEPT												
ANNIVERSARY EVENT												



Memo

To: James R. Nau, Chair and Board Members
From: Travis Bryan, Operations Director
Date: April 19, 2023
RE: **Airport Projects Update**

AGENDA ITEM – IX- D

Airport Road Beautification Project:

The decorative entry wall features were installed in January, along with the additional sections of sidewalk surrounding the structures. Additional grading and landscaping will be installed around the wall features to enhance aesthetics and provide for ADA compliance. The monument signs are currently out to bid with a close date of April 20, 2023. We have received indications from multiple sign companies that they intend to submit a bid.

Security Enhancements Phase 4:

This project entails the upgrade, replacement, and additional installations of BRAA-owned security cameras, replacement of access control systems at each vehicular gate, video recording and access control servers, and additional electrical hardening to protect against lightning damage and power surges. This contract was awarded at the April 2022 Board meeting and is still ongoing. Several items such as 360-degree view cameras had long lead times and have slowly started to arrive approximately nine months after procurement. Work performed with materials on hand included fiber optic cabling installation and additional camera installations at locations such as Customs and the rotating beacon tower. This project is scheduled for completion in June of 2023.

Tower Radio, Communications, and Electronics Upgrades:

This project consists of the replacement of all ATCT communications radios and antennas, voice recorders, GPS clocks, cabling, and electrical surge suppression and grounding devices. The current equipment is approximately 10+ years old and is requiring more frequent maintenance and repair with some part availability becoming an issue. Robinson Aviation (RVA) is performing the installation. Work for this project reached

substantial completion at the end of February and is currently waiting for several long lead time items to be delivered and installed.

NAVAIDS and Airfield Lighting and Signage Upgrades:

This project consists of the replacement of all runway edge lighting and cabling, replacement of airfield directional signage, and replacement of constant current regulators for the electrical vault. As most of the signage and runway lighting was last installed in the late 1990s it is at the end of its expected lifespan. All new lighting and signage installed will be with energy efficient LED technology. A contract was awarded to the lowest responsible bidder Hypower LLC at the March Board meeting. Official project kickoff is expected to commence by the end of the month, pending scheduling with the contractor and BRAA engineers.

SMS Implementation:

A contract with Epic Engineering was awarded at the August 2022 Board meeting for SMS software development and implementation. Airport management has been working with Epic to refine and beta test the software prior to a planned public roll out in May 2023. In conjunction with the software rollout, staff has been working with Quest Marketing on the promotional element of SMS to engage tenants and airport users once the software is ready. A tenant survey was recently completed and the results are being incorporated into the informational campaign.

Master Plan:

BRAA's engineering consultant Ricondo and Associates is currently working on the final stages of the planning process. Multiple Technical Advisory Committee (TAC) meetings with tenants have taken place as well as a board workshop to review potential future alternatives. A meeting with the Boca Pilot's Association is scheduled for April 25th to discuss the study.

Observation Area:

BRAA advertised a Request for Qualifications (RFQ) for design build services which closed on March 21, 2023. Two bids were received and evaluated by the Qualifications Evaluation Committee on April 7, 2023. Recreational Design & Construction of Fort Lauderdale was ranked as the highest-ranking proposer and is putting together a pricing proposal and final design of the project. Substantial completion is expected by the end of the calendar year.

Admin Office Enhancements:

This project entails the expansion of the large conference room with movable walls to better accommodate public meetings. Included with this project are enhancements to the HVAC system, A/V equipment storage areas, and office area remodeling. An Invitation to Bid was advertised and initially closed on April 7, 2023. However, no bids were received. The bid period was extended for an additional 30 days to attempt to solicit additional interest.



Memo

To: James R. Nau, Chair and Board Members
From: Clara Bennett, Executive Director
Date: April 19, 2023
RE **Boca Raton Airport Authority Enabling Act Update**

AGENDA ITEM – IX – E

Airport Management and Airport Legal Counsel will provide an update on the Boca Raton Airport Authority Enabling Act.