

**Boca Raton Airport Authority  
Meeting Minutes  
December 13, 2023  
Boca Raton Airport Authority Administration Building**

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

**BOARD MEMBERS**

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

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
Travis Bryan, Operations Director  
Robert Abbott, Finance and Administration Director  
Christine Landers, Office Manager  
Robert Pratt, Operations Coordinator  
Florence Straugh, Operations Coordinator  
Richard Gurzo, Accounting Coordinator

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the November 15, 2023 BRAA Airport Master Plan Workshop was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.**

**A MOTION to approve the minutes of the November 15, 2023 Regular Meeting was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**ELECTION OF OFFICERS**

Ms. Budd stated that due to personal reasons, she was stepping down as Secretary/Treasurer.

Ms. Petrick provided an overview of the Bylaws related to the election of a new Secretary/Treasurer.

Mr. Nobles asked if the person needed to be present to be nominated. Ms. Petrick said the person nominated should be given the option to accept.

Mr. Nobles nominated Mr. Fogel for Secretary/Treasurer. Mr. Folden seconded the nomination. There were no additional nominations. Mr. Fogel was unanimously elected Secretary/Treasurer.

### **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**

Mr. Fogel arrived at 5:06 p.m.

Ms. Budd said that she had reviewed the Financial Report for November and found it in order.

Mr. Abbott presented the Financial Report for November 2023.

**A MOTION to approve the Financial Report for November 2023 was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.**

Mr. Tucker asked Mr. Fogel if he would accept the nomination for Secretary/Treasurer. Mr. Fogel accepted.

### **TENANT REPORTS AND REQUESTS**

Mr. Bryan provided a brief update on the current construction taking place at Atlantic Aviation.

Mr. Ahed Shaksheer, Vice-President of Construction and Development, Atlantic Aviation, provided details regarding Phase I and Phase II of the redevelopment.

Mr. John Gentry, General Manager, Atlantic Aviation provided information on the renovation of the FBO building.

Mr. Folden asked about the duration of Phase I and how much of that time would Atlantic be in the temporary FBO. Mr. Shaksheer said that the FBO is Phase II there will be no effect on the FBO during Phase I.

Mr. Folden asked how much additional inside square footage Atlantic will gain once the renovations are complete. Mr. Shaksheer stated the square footage will double. Mr. Shaksheer added that the hangars will have higher doors to accommodate larger aircraft.

Mr. Nau asked about the lobby area and if there would be design changes for handling security and the volume of passengers with the proposed charter service. Mr. Shaksheer stated the security enhancements would be presented at a later date when Phase II commences and explained that the charter activity would be handled in a different area of the FBO.

Mr. Folden asked how security is handled with the number of construction personnel on site. Mr. Shaksheer stated that there is a security barrier already set up for Phase I and there are plans in place for Phase II. Ms. Bennett added that staff meets weekly with Atlantic and are developing a security plan for construction.

Mr. Bryan presented the special event request from Atlantic Aviation.

**A MOTION to approve Resolution No. 12-36-23 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation to host a Special Event on their leasehold premises on March 2, 2023 was made by Mr. Fogel and seconded by Mr. Nau. The Motion carried unanimously.**

#### **EXECUTIVE DIRECTOR AND STAFF REPORT**

Ms. Straugh presented the Noise Abatement/Operations Summary for the month of November.

Ms. Bennett reminded the Board of the proposed scheduled charter service beginning at Atlantic Aviation in December and how this activity necessitates a review of the Airport's Minimum Standards to ensure compliance with grant assurances and fairness to our tenants. Ms. Bennett added that a tenant meeting was held as part of the process. At the meeting, it was determined a more thorough review of the Airport's Minimum Standards was needed, and to allow for that review, Ms. Bennett granted JSX a 90-day temporary authorization to operate. Ms. Bennett stated that JSX has provided the necessary information to the Airport for review and Airport Management has conducted surveys of similar airports to see how they handle this type of service.

Mr. Bryan provided an update on the walkthrough he and Mr. Kohut did at Atlantic Aviation with JSX staff. Mr. Bryan shared what the experience would be like for the passengers arriving at the airport, how security screening would occur, and how parking would be handled. Mr. Bryan stated that passenger screening will take place in the lobby and luggage will be screened utilizing explosive detection equipment. Mr. Bryan also stated

that they have had discussions with the Boca Raton Police and Fire Departments regarding the service. Mr. Bryan added that at this time Airport Management was satisfied with the information provided by Atlantic Aviation and JSX.

Ms. Bennett stated that the analysis is twofold, one is the operational aspect of the service, and the second is the Airport Minimum Standards requirements, which would affect all of the airport tenants. Ms. Bennett said that Airport Management's goals are to prepare a draft of the Airport Minimum Standards and conduct at least one, if not two, tenant meetings, to allow current tenants the opportunity to provide input. Ms. Bennett added that staff is also reviewing the Airport's Rules and Regulations, which cover people, aircraft, and vehicles. Ms. Bennett stated that there may also be a review of the Airport's current emergency plan due to the increased numbers of passengers.

Mr. Nau asked how many days a week would JSX be operating. Ms. Bennett stated she had been advised there would be two arrivals and two departures daily, four days a week, starting December 21<sup>st</sup> and ending April 16<sup>th</sup>.

Mr. Tucker asked how the Airport would address homeowner associations and the community's reaction to this type of service. Ms. Bennett stated they are looking at avenues to reach out to the community with messaging regarding this activity. Ms. Bennett explained that the aircraft are no bigger or different than those already operating at the Airport.

Mr. Nau asked about the outcome of the tenant meeting held in November. Ms. Bennett stated that the main concern is that the Minimum Standards are not amended just to accommodate one tenant and that they are fair and consistent for all tenants.

Mr. Nau asked for a definition of the Airport Minimum Standards. Ms. Bennett stated that they list the minimum requirements for a business to operate at the Airport and provided examples of what is included.

Ms. Budd asked if safety was included in the Minimum Standards. Ms. Bennett stated the goal of Minimum Standards is to provide a minimum level of safety and service for customers.

Mr. Folden asked if a representative from JSX was available to speak to the Board.

Mr. Ian Stehling, ASC Supervisor, JSX introduced himself to the Board.

Mr. Folden asked if JSX was going to be doing any local advertising. Mr. Stehling stated they do not do advertising except on social media.

Mr. Folden asked what their average passenger load is expected to be. Mr. Stehling stated between 15-19 passengers is their average.

Mr. Folden asked if successful at Boca, would JSX look to expand to other routes. Mr. Stehling said they hope to in the future. Mr. Folden asked what their break-even number to succeed would be. Mr. Ian stated he did not have that information but would have someone reach out to the Airport with that information.

Mr. Folden mentioned that JSX works with the United Mile Plus program and asked if passengers could use that program to purchase a flight. Mr. Stehling replied that this program is not available at this time.

Mr. Folden asked what percentage of customers are repeat customers. Mr. Stehling said that approximately 60% are regular customers.

Mr. Folden inquired about security guidelines. Mr. Stehling stated that they do not utilize TSA precheck, instead, they require photo identification and perform a swab of their passenger's baggage. Ms. Bennett asked if they perform a TSA check required for air charters. Mr. Stehling stated that is a question for their security team and advised that they do utilize the no-fly list.

Mr. Folden asked if JSX provides flight attendants. Mr. Stehling stated that each aircraft operates with two pilots and one flight attendant.

Mr. Tucker asked if their primary customers were business or leisure travelers. Mr. Stehling replied that it is a mixture of both business and leisure travelers.

Mr. Tucker asked about their pet policy. Mr. Stehling provided details on their pet policy.

Mr. Tucker asked about the average ticket price. Mr. Stehling stated that it depended on the route.

Mr. Tucker asked where JSX was headquartered and for information on their various routes. Mr. Stehling stated that their headquarters are in Dallas and provided some of their current routes.

Ms. Budd asked if the Airport has ever extrapolated what the airport's maximum capacity is. Ms. Bennett stated that it is addressed in the Airports Master Plan.

Mr. Tucker recommended everyone visit the JSX website for additional information on their routes and services.

Ms. Bennett added that most of the airports where JSX operates are certificated airports and that the FAA is currently looking at requirements for general aviation airports. There is oversight that is being evaluated by the FAA and they are taking public comments on this issue.

Mr. Fogel asked if there were any connecting flights offered. Mr. Stehling stated they did have a few, but not in Florida.

Ms. Bennett stated that Steve Osit from Kaplin Kirsch Rockwell was available to answer any questions.

Mr. Nau asked about the status of the review by the FAA and any possible impacts to the Airport. Mr. Osit said the FAA issued a request for public comment to consider revising the regulatory definition of what constitutes a scheduled operation. The current definition exempts entities that operate as public charters, such as JSX, from the requirement to only operate at certificated airports. Mr. Osit added that the FAA received close to 60,000 comments. The majority of the comments were from JSX customers urging the FAA not to make changes. Additional commentors wanted JSX to be treated like other scheduled airlines. Mr. Osit added that the FAA does not have a timeline for moving forward with the rulemaking.

Ms. Yvonne Garth, President and CEO, Garth Solutions, Inc. presented the Community Identity and Community Engagement Program Update.

Mr. Tucker asked if there was a groundbreaking date for the Observation Area. Ms. Bennett advised of a change to the timeline due to the permitting process, and work is anticipated to begin in February.

Ms. Budd asked if the plan for the Coffee Table book was always to be distributed in April. Ms. Bennett stated that spring was the original target date to encompass all the 75<sup>th</sup> Anniversary activities. Mr. Tucker suggested the grand opening of the Observation Area would be a good time to distribute the book.

Ms. Bennett provided an update on the legislative activity and shared that the deadline for submittal was met and that there were some amendments and changes made based on the feedback from Rep. Peggy Gossett-Seidman and Senator Berman's office. Ms. Bennett added that Chris Lyon is shepherding the requests through the House and Senate and is carrying the torch for the Airport Authority.

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

Mr. Nobles said it has been a great year and he appreciates working with everyone.

Mr. Nau wished everyone happy holidays.

Mr. Fogel, Ms. Budd, and Mr. Pollack echoed Mr. Nau's comments.

Mr. Tucker read the proclamation from the City of Boca Raton that was presented to the Airport on Monday, December 11, 2023.

#### **PUBLIC INPUT**

There was no public input.

### **OTHER BUSINESS**

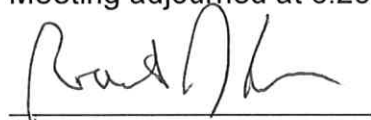
There was no other business.

### **MISCELLANEOUS**

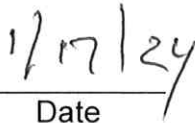
The next regular meeting is scheduled for January 17, 2024 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

### **ADJOURNMENT**

Meeting adjourned at 6:25 p.m.



Chair



Date