



# **AIRPORT HURRICANE PREPAREDNESS PLAN**

BOCA RATON  
AIRPORT AUTHORITY

October 20, 2010

## **REVISIONS**

**Revised May 2, 2023**  
**Revised September 28, 2022**  
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Revised September 30  
2013 Revised June 27

# **BOCA RATON AIRPORT (BCT) HURRICANE PREPAREDNESS PLAN**

The Hurricane Preparedness Plan is established to serve as a guide and instruction for BCT in the event of a hurricane. The procedures outlined herein are to help ensure adequate protection of BCT facilities, personnel and property as well as to mitigate losses and facilitate a speedy recovery.

## **Definitions**

### **1 Knot**

1 nautical mile per hour or 1.15 statute miles per hour.

### **Hurricane**

A hurricane is a type of tropical cyclone, which is a generic term for a low pressure system that generally forms in the tropics. The cyclone is accompanied by thunderstorms and maximum sustained winds of 74 mph (64 knots) or higher.

Hurricanes are categorized according to the strength of their winds using the Saffir-Simpson Hurricane Scale. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest. The higher the category, the greater the hurricane's potential for property damage.

### **Hurricane Watch**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

### **Hurricane Warning**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Hurricane warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

### **Sustained Winds**

A 1-minute average wind measured at 33 ft (10 meters) above the surface.

### **Tropical Depression**

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33 knots) or less.

**Tropical Storm**

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 knots).

**Tropical Storm Warning**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

**Tropical Storm Watch**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

**Pre-Hurricane Season (May)****Airport Administration Staff**

Update and continuously check the emergency contact information.

**Airport Operations Staff**

Update the hurricane supply inventory. All items needed (with the exception of gas and other perishables) must be purchased by May 31<sup>st</sup>.

Send the hurricane preparedness plan to all required parties and post to the website.

Distribute a written notice to tenants reminding them of the necessity of cleaning up their leaseholds and securing their property on their leaseholds.

Check Generator fuel levels and top off if necessary, including Customs (pre-authorization may be required).

Noise monitoring equipment will be secured and inspected.

Conduct inspections of the administration building, tower, vault, and Customs to check for items that should be repaired prior to the start of hurricane season. All repairs should be completed by May 31<sup>st</sup>.

**Tenant Responsibilities**

All tenants are responsible for protecting and securing of property on their leaseholds. Airport Operations will make periodic inspections of leaseholds to ensure compliance with the hurricane procedures. Any trees that the Airport Authority designates as a possible hazard should be trimmed.

## **Threat of Hurricane**

### **Airport Administration Staff**

Update the BRAA board members as the system continues to move in our direction. Updates should become more frequent as the storm gets closer.

### **Airport Operations Staff**

Distribute an airport notification about the hurricane threat to all tenants, encouraging them to begin making preparations.

Recheck all "Pre-Hurricane Season" items to ensure that there have been no changes in their status (hurricane supplies checked, emergency contact information checked, generator fuel level checked, and buildings inspected).

## **Hurricane Watch**

### **Airport Administration Staff**

Contact the BRAA board members via email as soon as possible by to inform them of the hurricane watch and the steps being taken to secure the airport.

Contact the FBOs to check on fuel levels.

Send updates on the airport's status and fuel levels as required.

Purchase food and other required items.

Notify the public via social media that a hurricane watch is in effect.

### **Airport Operations Staff**

Send out an airport notice to all tenants alerting them of a hurricane watch. This notification should advise them to make preparations for a possible storm strike.

Contact all airport construction contractors by phone or email to ensure that all supplies and debris are cleaned up and secured.

Check fuel levels in all vehicles and gas cans and purchase fuel as needed.

Post a hurricane watch status update on the website.

Prepare sandbags as needed.

Contact CBP Supervisor to ensure that the Customs and Border Protection facility is secured and properly prepared.

## **Tenant Responsibilities**

Tenants shall survey their leasehold and ensure that all areas are clean and free of debris, lightweight movable equipment is secured, and permanent appurtenances are secured. Each tenant shall notify owners of aircraft located on their leasehold that the owner should be prepared to relocate their aircraft to other geographical areas.

## **Hurricane Warning**

### **Airport Administration Staff**

Notify the BRAA board members that a hurricane warning has been issued. This notification should include the current and expected status of preparations and if/when the airport is expected to close.

Notify the public via social media that a hurricane warning is in effect.

Continue sending updates on the airport's status and fuel levels as required.

Hand out emergency P-cards.

Change the outgoing phone message.

### **Airport Operations Staff**

Send out an airport notice to all tenants alerting them of a hurricane warning. This notification will go over last-minute preparations and instruct tenants to secure their property and aircraft in accordance with their hurricane plans.

Post a hurricane warning status update to the website indicating possible airport closure.

Back up all servers and computers.

Charge all handheld radios.

Alert the Air Traffic Control Tower by phone or email. This update will include the expected closure time of the airport/ATCT.

Secure all noise monitors.

Contact airport security to decide on finalized staffing for the hurricane.

Completely secure the administration building.

Conduct final inspections of tenant areas to ensure that they are properly prepared.

Remove all windsocks and issue a NOTAM.

All non-essential staff will be sent home.

Ensure Spill Kit essentials are moved inside Customs and secured.

Obtain spare key/access to Customs in the event immediate access to facility is required.

Issue NOTAM in the event of early closure/change of operating hours for Customs.

### **Tenant Responsibilities**

Tenants shall secure working equipment not already cared for, aircraft should be relocated or secured, windows and breakables should be protected and doors including hangar doors secured in accordance with their hurricane plans.

## **During the Hurricane/Airport Closure**

### **Airport Administration Staff**

Notify the public via social media that the airport is closed due to the hurricane.

Notify the BRAA board members on the airport's open/closed status.

### **Airport Operations Staff**

When winds reach 35 MPH sustained or persistent gusts, depending on forecast conditions, or storm intensity is forecast to meet or exceed hurricane force strength, issue a NOTAM for "Airport Unattended, conditions not monitored," and update FDOT. The Executive Director will coordinate service level drawdown with the Air Traffic Manager and FBOs as appropriate. Operations staff will ensure NOTAMs are issued reflecting the level of service available.

Put down the shutters in the tower and make sure it is secured.

Post a hurricane status update to the website, indicating that the airport is closed.

The Executive Director shall make a determination as to which staff members will ride out the hurricane in the administration building. All other staff will ride out the storm at home and will report to work at a predetermined time after the storm passes, or they are contacted by a supervisor to come into work.

## **Post-Hurricane**

### **Airport Administration Staff**

Update the BRAA board members on damage received by the airport and its facilities.

Update tenants on the airport's status, and an estimated time in which the airport will open.

Contact the FBOs to receive a preliminary status update on damage they have received and expected opening of their facilities by administration staff.

Notify the BRAA board of the airport's opening.

Notify the public via social media that the airport is back open.

### **Airport Operations Staff**

Conduct inspections of the airport in order to assess the damage and begin prioritizing the cleanup.

Contact the Air Traffic Control Tower to inform them of an estimated time in which the tower will open. Give them an exact time once it is known.

Re-hang Windsocks and cancel the NOTAM.

Once the airport can be reopened, cancel all NOTAMs. If the ATCT is not yet open a NOTAM will be issued for ATCT closure until the tower is reopened. Once the tower is opened the NOTAM will be canceled.

Notify all tenants that the airport is open.

Update FDOT with airport status as well as FBO fuel availability and operational status.

Post an update to the website that the airport is open.

Notify CBP of airport reopening and coordinate resuming operations of Customs Building.

# Distribution of Boca Raton Airport Hurricane Preparedness Plan

The following personnel will be issued a copy of the Boca Raton Airport Hurricane Preparedness Plan, May 12, 2021.

**Boca Raton Airport Authority:**

Clara Bennett, Executive Director

**Airport Control Tower:**

David Bezanis, Tower Manager

**Allied Universal Security:**

Patrick Hohn, Client Manager

**Boca Aircraft Owners:**

Nicholas Fonseca, Manager

**Atlantic Aviation:**

John Gerety, General Manager

**Signature Flight Support:**

Jonathan Euvin, Station Manager

**Boomers:**

Andrew Marciante, General Manager

**Cinemark:**

Edward Taylor, General Manager

**City Furniture:**

Chris Schonfield, General Manager

**Boca Raton Fire-Rescue Services Department:**

Thomas Wood, Chief

**Boca Raton Police Services Department:**

Michelle Miuccio, Chief

**Florida Atlantic University Police Department:**

Sean Brammer, Chief

**Palm Beach County Sheriff's Office:**

Captain David Moss, District 7 Commander

## Supply List

Item	Quantity Needed
Large rolls of plastic sheeting	3
Tarps	3
Hack saw	1
Battery powered drill and extra battery	2
Self-tapping screws	5 pounds
Extension cords of various lengths	5
"D-cell" flashlights and sufficient batteries	3
Rechargeable flashlight	2
First - aid kits	3
Chainsaw	1
Chain, come alongs	100 feet
Crow bar	1
Sledge hammer	1
Clean-up tools: mops, brooms, pails, shovels, garbage cans, bleach, sponges, etc.	
Portable radios	4
Step ladders	2
Heavy duty nylon rope	100 feet
Wet/dry vacuum	1
Propane	2
Cooking utensils: pots, pans, plates, cups, etc.	
Eating utensils: plastic knives, forks, spoons	
Manual can opener, manual bottle opener	
5-gallon gasoline containers (filled)	3
2-Stroke Mix	1 case
Cots/mats for sleeping overnight and blankets	3
Food/Water	
Rain Gear and Boots, (various sizes)	3 sets

**Telephone Numbers of Agencies and Personnel**

Airport Administration	Office	561-391-2202
Executive Director	Clara Bennett	561-325-5199
Deputy Director	Scott Kohut	561-239-3078
Operations Director	Travis Bryan	561-901-0880
Finance and Admin Manager	Robert Abbott	561-239-3080
Business Manager	Christine Landers	561-400-7902
Operations Coordinator	Florence Straugh	561-891-0466
Operations Coordinator	Robert Pratt	561-466-0089
Operations Coordinator	Hannah Oakland	561-591-4547
Control Tower	Office	561-392-2452
	Nights and Weekends	561-392-8610
	Manager David Bezanis	954-806-9254
Allied Universal Security	Main	561-418-5652
	Road Patrol Supervisor	561-418-5652
	Account Manager, Patrick Hohn	954-253-3209
Boca Raton Police	Emergency	911
Boca Raton Police	Non-Emergency number	561-368-6201
Boca Raton Fire-Rescue	Emergency	911
Boca Raton Fire-Rescue	Non-Emergency number	561-368-6201
FAU Police	Non-Emergency number	561-297-3500
Palm Beach County Sheriff's Office	Non-Emergency number	561-688-3000
Federal Aviation Admin, FAA	West Palm Control Tower	561-683-1867x122
	Nights and Weekends	561-684-9047
Federal Aviation Admin, FAA	Ft. Lauderdale FSDO	954-641-6000
	Nights and Weekends	954-641-6000
Federal Aviation Admin, FAA	NOTAM Desk (Miami AFSS)	877-487-6867
NTSB	Miami	305-597-4610
Trans Security Admin, TSA	West Palm Beach Office	561-227-1432
FL Dept of Law Enforcement FDLE	West Palm Beach Office	561-740-7010
U. S. Customs & Border Patrol	West Palm Beach Office	561-687-5940
Boca Aircraft Owners	Owner, Tony Fonseca	954-963-1630
Atlantic Aviation (FBO)	Customer Service Desk	561-368-1110
	General Manager, John Gerety	786-972-0116
	Operations Manager, Chester Brown	561-719-2345
Signature Flight Support (FBO)	Customer Service Desk	561-955-9556
	General Manager, Jonathan Euvin	561-301-6391
	Duty Manager, Craig Nyarumbu	561-419-5719

Boca Raton Regional Hospital		561-395-7100
West Boca Medical Center		561-488-8000
Delray Medical Center		561-498-4440
Emerald Towing	Office	561-395-9595
	Nights and Weekends	800-239-0604

# Boca Airport

## Airport Information & Locator Map

**AERIAL AIRPORT LAYOUT WITH GATE NUMBERS**



**Boca Raton Airport Authority**  
 903 NW 35<sup>th</sup> St, Boca Raton, Florida, 33431  
 (561)-391-2202

**Legend:**

- P - Taxiway
- PS - Parking Entrance
- G-1 - Gate
- Fence



### For Emergencies Dial 911

**Airport Security:**  
Allied Universal Security  
561-418-5652

+ **Local Hospitals:**  
 Boca Raton Regional Hospital  
 561-395-7100

West Boca Medical Center  
 561-488-8000

Delray Medical Center  
 561-498-4440

Airport Authority & Staff

Office – 561-391-2202  
 Clara Bennett – 561-325-5199  
 Scott Kohut – 561-239-3078  
 Travis Bryan – 561-901-0880  
 Robert Abbott – 561-239-3080  
 Robert Pratt – 561-466-0089  
 Christine Landers – 561-400-7902  
 Hannah Oakland – 561-591-4547  
 Florence Straugh – 561-891-0466

Control Tower

Tower cab – 561-392-8610  
 Office – 561-392-2452  
 David Bezanis – 954-806-9254

Frequencies

**GROUND – 121.8**  
**TOWER – 118.425**

GA Inside Tenants:

Signature (v1 to V4)  
 Front desk – 561-955-9556  
 Airinc – 131.65  
 Jonathan Euvin – 561-301-6391

Atlantic Aviation (B1 to B9)  
 Front Desk – 561-368-1110  
 Airinc – 131.95  
 John Gerety (GM) – 561-368-1110

5-23 Condo's (C10 to C13)  
 Fairman & Associates  
 Barbara Reynolds – 561-362-7224 Ext310

Lynn University  
 Office – 561-237-7323

Boca Aircraft Owners (A1 – A8)  
 Nicholas Fonseca – 954-547-2302

Outside Tenants:

Boomer's  
 561-347-1888

Cinemark  
 561-395-4695

Fairfield Hotel  
 561-4178585

Aviation government:

FAA – FSDO – Ft Lauderdale  
 Office – 954-635-1100  
 After Hours – 305-233-2610

FAA – Tower – (PBI)  
 Office – 561-683-1867  
 After Hours – 561-684-9047

FAA – NOTAM Desk  
 877-487-6867

NTSB Miami  
 305-957-4610

National Reporting  
 866-GA-Secure (866-427-3287)

Law Enforcement/Safety  
Boca PD – Non-Emergency  
 561-368-6201

Boca Fire Department  
 561-368-6201  
 561-367-6700 (Office)

FAU Police  
 561-297-3500

Palm Beach Co. Sheriffs  
 561-995-2800

**State & Federal**

TSA – West Palm beach  
 561-227-1432

U.S. Customs and Border  
 561-687-5941

FDLE – West Palm Beach  
 561-740-7010

