AVIATION & AIRPORTS ADVISORY BOARD
MINUTES
June 14, 2023

Board Members:	Ron Ash, Chair Bruce Pelly, Vice Chair E. Llwyd Ecclestone Sophie M. Gaeta Neil Haynie Glenn Jergensen J. Albert Johnson Tinu Pena Douglas J. Sanders
Representing Department of Airports:	Laura Beebe, Airport Director Gary Sypek, Senior Deputy Director Cindy Portnoy, Deputy Director Planning & Development Debbie Duncanson, Deputy Director Finance & Administration T.K. Stewart, Deputy Director of Operations & Maintenance Ray Walter, Deputy Director of Real Estate & Concessions Nicole Hughes, Manager Public Information Services

I. Call To Order

At 1:30 p.m., Board Chairman Ron Ash called the meeting to order. The roll was taken with a quorum present. Board members Bruce Pelly, J. Albert Johnson and Tinu Pena were not in attendance. Chairman Ash asked Neil Haynie (*a recent AAAB appointee*) to introduce himself. Mr. Haynie provided a synopsis of his career and work history.

II. Approval Of March 23, 2023 Minutes

The Chair called for a motion to approve the minutes from the March 23, 2023 meeting. Motion seconded. Minutes approved.

III. Airport Update– Laura Beebe

Airports Director Laura Beebe began her presentation by discussing the PBI traffic reports. She noted that traffic in February 2023 was up 15% in total passengers over the previous year and 11.8% in air-carrier operations. She noted there was a slight decline in general aviation operations which she attributed to the record-breaking numbers from the previous year and the migration of air travelers back to commercial services. For March 2023 traffic was up 11.5% in total passengers and 18.29% in air-carrier operations. For April 2023 traffic was up 21.3% in total passengers and 23% in air-carrier operations. She also noted that for the preceding 12 months of April 2023 PBI had 7.1 million total passengers, and those numbers hadn't been realized since February 2020.

She informed the Board that she expected to see typical seasonal declines over the next several months. She also mentioned the impact of air traffic control personnel shortages in the Northeast US which have led the Federal Aviation Administration (FAA) to request certain airlines cancel some services during the summer months.

Director Beebe then addressed the topic of a PBI airfield project. She explained that in 2018 the PBI Master Plan included a recommendation to the Palm Beach County Board of County Commissioners (BCC) to expand the General Aviation (GA) runway. Senior Deputy Director Gary Sypek provided the Board with detailed information regarding runway lengths and usage. He said the GA runway is approximately 3,200 feet in length and that the planned expansion would increase the length to approximately 8,000 feet. He also advised the cross-wind runway will be shortened. As it is currently configured, he explained that PBI can handle approximately 220,000 operations annually. Based on FAA guidelines and considering the current amount of operations, PBI is already at the point where plans should be implemented to construct additional capacity. He advised that the expanded runway would need to be in place between 2028-2032 and that he believed it would be approximately 10-12 years from now before an aircraft would be able to use the new, expanded runway.

Director Beebe informed the Board of her intention to meet with the BCC in a Workshop environment to discuss the runway expansion, possibly in late summer 2023. She said she is hopeful the local business community will lend its support to the project and that the Board members would also be supportive of the project.

Director Sypek informed the Board about the impacts of not completing the runway expansion, which include increased flight delays, increased aircraft emissions and the increased use of alternate headings.

Board Chairman Ron Ash asked the Board to vote whether or not its members are in favor of supporting the runway expansion project. Unanimously, all present Board members voted in favor of supporting the project.

IV. Air Service & Marketing Update – Nicole Hughes

Airports Manager of Public Information Services, Nicole Hughes, provided the Board with the Air Service & Marketing update. She began her presentation informing the Board of route additions from Avelo and Delta Airlines. Avelo is adding service to Wilmington, NC (ILM) starting June 23rd. Delta Airlines will be increasing service in December to Boston (BOS) and to Detroit (DTW). She continued her presentation by informing the Board of routes that will be returning in the fall of 2023 with several airlines; including Air Canada, American, Allegiant, Breeze, Delta, JetBlue, Sun Country and United.

The Board asked how information regarding new flights is made available to the public. Director Beebe informed the Board that as soon as new flight schedules are confirmed, they are posted on the PBI website. She also informed the Board that PBI is working with Discover the Palm Beaches to determine the best methods to reach passengers living in the counties that are north of Palm Beach County (i.e. Martin, St. Lucie and Indian River Counties).

Nicole Hughes continued her presentation by informing the Board of upcoming Marketing initiatives including Fly PBI (*a local brand awareness campaign*) and Careers in Aviation Day where students from local high schools visit PBI to learn from professionals about careers in aviation and related fields.

Lastly, she informed the Board that PBI was a recipient of the National Association of Counties Achievement Award for *PBI's Great Airport Adventure with Avelo Airlines* where students from the Palm Beach School of Autism had the experience of air travel by visiting PBI and playing the role of passengers, including meeting with Avelo Airline pilots.

V. Construction Project Update – Cynthia Portnoy

Airports Deputy Director of Planning and Development, Cynthia Portnoy, provided the construction project update. She began her presentation by discussing projects that were either recently completed or under construction. Those projects include: PBI escalator replacement, PBI terminal building 4th level exterior wall repairs, PBI 400Hz ground power unit replacement, HVAC redundancy in PBI's main terminal room and the 846 building's data room, PBI 4th level roof replacement, PBI short & long-term garage repairs, PBI central airfield improvements and PBI advanced warning signage.

Director Portnoy then discussed the PBI concourse B expansion (Package 1) which she expects to be completed in March 2024.

Director Portnoy discussed future GA projects including ramp expansion at F45, runway surface treatments at LNA, south side redevelopment at LNA and the construction of a new LNA terminal building.

Lastly, she discussed projects that have already been issued a notice to proceed (NTP) including a PBI terminal connector, LNA safety assessment, LNA master plan update, PBI safety management systems implementation plan and a PBI terminal interior finishes planning study.

VI. Real Estate & Concessions Update – Ray Walter

Airports Deputy Director of Real Estate & Concessions, Ray Walter, provided the Board with an update to current projects and requests for proposals (RFP). The first RFP he discussed was the Parking Facilities Management Agreement. He informed the Board that six proposals were received and that on June 6th, 2023 the Selection Committee recommended SP+, a Delaware corporation, for the operation and management of PBI's parking facilities and shuttle services.

The next RFP he discussed was regarding 3.37 acres of vacant land near the SW corner of Australian Avenue and Belvedere Rd. He informed the Board that three proposals were received and that on April 26th, 2023 the Selection Committee recommended Popstroke West Palm Beach LLC for the development of an indoor/outdoor golf-related entertainment and dining facility.

The last RFP Director Walter discussed was for approximately 6.5-7.5 acres of vacant land at the SE corner of Haverhill and Wallis Roads. He informed the Board that proposals are due on June 20, 2023.

VII. Operations and Maintenance Update – T.K. Stewart

Airports Deputy Director of Operations & Maintenance, T.K. Stewart, provided the Board with the Operations and Maintenance Update. He began the presentation by informing the Board of current vacant positions in the Operations section; including openings for four Operations Officers, one Operations Supervisor, one Communications Specialist and one Communications Center Supervisor.

He then discussed several topics that include Training and Operation exercises. Among those were the completion of annual Recurrent Movement Driver Training, Signatory Training, Concession Training, training for a new GA Manager Brian Avery and training & implementation of a new Aircraft Rescue and Fire Fighter (ARFF) Truck. The Operation exercises he discussed included preparation for a tri-annual live emergency exercise, completion of a Transportation Security Administration (TSA) annual inspection and a live active-shooter exercise being conducted with the Palm Beach Sheriff's Office, the Department of Homeland Security and TSA.

The Maintenance update provided by Director Stewart included information regarding personnel and several Maintenance Division projects. Among the projects he discussed were clearing & cleaning airport drainage systems, trimming back tree overgrowth as preparation for hurricane season, removal of illegal dumping at on airport properties, repairing concrete walkway surfaces in various locations, caulking windows in the PBI terminal and administration building to address water intrusion, testing and preventative maintenance on flood pumps and generators and lighting replacement in the short and long term parking garages.

Lastly, he discussed the hiring of two general maintenance workers and one industrial electrician. He also informed the Board that the Maintenance Division is attempting to receive approval for the hiring of two trade apprentices.

After Director Stewart's presentation was completed, Director Beebe asked for the Board's support regarding the Selection Committee's decision to recommend Popstroke for the development of an indoor/outdoor golf-related entertainment and dining facility. Board member Glenn Jergensen who was on the Selection Committee spoke about what a wonderful addition Popstroke would be to the area. He made a motion to request the Board's support. The motion was seconded. All present Board members voted unanimously to support the Selection Committee's recommendation.

VIII. Matters by the Public

Chairman Ron Ash asked if there were any attendees who would like to address the Board. Dave Johnson, who is the son of Board Member J. Albert Johnson addressed the Board and advised them that his father recently became ill and he asked the Board for their prayers for a speedy recovery. Director Beebe commented on what a great asset J. Albert Johnson has been to the AAAB and to the entire Department of Airports.

No other members of the public chose to speak.

IX. Board Member Comments

Board Member E. Llywd Ecclestone apologized to the Board for arriving a few minutes late to the meeting.

Board Member Sophie Gaeta congratulated Director Beebe on meeting the 7 million passenger mark.

Board Chairman Ron Ash thanked Director Beebe and told her that she and her entire staff are doing a great job.

X. Adjourn

A motion was made to adjourn the meeting. The motion was seconded. The meeting adjourned at 2:20 p.m.