AVIATION & AIRPORTS ADVISORY BOARD
MINUTES
March 13, 2024

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

I. Call To Order

At 1:30 p.m., Board Chairman Ron Ash called the Aviation and Airports Advisory Board (AAAB) meeting to order. The roll was taken with a quorum present. Board members Tinu Pena and E. Llwyd Ecclestone were not in attendance when the roll was taken. *Ms. Pena arrived to the meeting shortly after the roll was taken.*

II. Approval of December 13, 2023 Minutes

The Chair called for a motion to approve the minutes from the December 13, 2023 meeting. Motion seconded. Minutes approved.

III. Election of Officers

Airports Director Laura Beebe informed the AAAB that they would need to elect a new Chairperson and Vice-Chairperson. Chairman Ron Ash made a motion to nominate Vice-Chair Bruce Pelly to be Chairperson. Bruce Pelly was the only nominee. The motion was seconded and by unanimous vote, Mr. Pelly was elected to be the AAAB Chairperson.

Ron Ash made a motion to nominate Sophie Gaeta to be the Vice-Chair for the AAAB. Sophie Gaeta was the only nominee. The motion was seconded and by unanimous vote, Ms. Gaeta was elected to be the AAAB Vice-Chairperson.

IV. Airport Update– Laura Beebe

Airports Director Laura Beebe began the Airport Update by discussing the November and December traffic reports from 2023 and the January traffic report from 2024. For November, total passenger traffic was up 15% and total seat capacity was up 23%.

For December, total passenger traffic was up 13.5% and total seat capacity was up 28%. She explained that the General Aviation (GA) numbers were down slightly and suggested that was due in part to ground delays implemented by Air Traffic Control and the temporary need for GA pilots to utilize a reservation system due to congestion at PBI.

For January, total passenger traffic was up 5.7% and total seat capacity was up 19%.

Director Beebe noted that year over year there have been a total of 7.8 million passengers and that traffic is steadily increasing to 8 million passengers per year.

Director Beebe asked the AAAB if they were willing to provide a letter of support for the North County Airport (F45) runway expansion. Chairman Pelly made a motion to draft a letter indicating the support of the AAAB for the F45 runway expansion. The motion was seconded and the AAAB voted unanimously to approve the drafting of a letter to the FAA in support of the planned runway expansion at F45.

The AAAB asked if the Department has difficulty collecting GA landing fees. Director Beebe informed them that landing fees are collected by the fixed-base operators. She mentioned that future plans might include a system where landing fees are paid directly to the Department. She also indicated that GA landing fees might be raised in the near future, as there has not been an increase in GA fees since 2008. Finally, she informed the AAAB that before any fee increase are implemented she would first inform them of the specific fee increases and seek their input on them.

The AAAB asked if the GA fee increases are determined on a set schedule. Director Beebe informed them that GA fees are not set via a pre-determined schedule. She did also inform them, however, that ground rent is evaluated every three years and that after the most recent triennial survey, ground rents were increased by 5%.

The AAAB asked how PBI compares to other local airports in regards to costs of landing fees and use of facilities. Director Beebe informed them that the metric most commonly used by airlines is referred to as cost per enplanement. She informed the AAAB that a comparison of medium hub airports indicated that the average per passenger charge at medium-hub airports is approximately between seven to eight dollars and the cost per enplanement at PBI is still less than four dollars.

Chairman Pelly suggested that the Department continue to pursue the purchase of property in the immediate vicinity around PBI. Director Beebe agreed with Chairman Pelly's comments on property acquisition and she mentioned that acquisitions and/or projects being selected for completion are based primarily on available funding. She also mentioned that she would be providing the Palm Beach County Board of County Commissioners (BCC) with the Department's Five-Year Capital plan at a future workshop.

The AAAB inquired about non-stop service from PBI to Denver. The AAAB had no further questions regarding the airport update and Chairman Pelly suggested the question regarding Denver could be addressed in the air service update.

V. Air Service Update – Andrew Gamboa

Andrew Gamboa, Manager of Air Service Development provided the Air Service update. The update included information for the following airlines: Allegiant, American, Delta, Frontier and Silver Airways. American is extending service to Chicago O'Hare throughout the summer and increasing their frequency of flights from PBI to Charlotte, NC (CLT). Delta is increasing their number of flights from PBI to ATL and also adding two special flights to Augusta, GA to coincide with the Masters golf tournament. Allegiant is increasing their number of flights to Asheville, NC (AVL). Frontier is

providing new service to San Juan, Puerto Rico (SJU) and Silver Airways is resuming service in and out of PBI.

Mr. Gamboa informed the AAAB that he would be attending the Routes America Air Service meetings in Bogota, Colombia and the Jumpstart Air Service meetings in Washington, D.C. within the next few months.

Mr. Gamboa then addressed the question of non-stop service to Denver. He informed the AAAB that currently United is the only airline offering flights from PBI to Denver.

Director Beebe informed the AAAB that marketing efforts remain focused on the city of Chicago as a travel destination from PBI and that currently only American Airlines is offering service to Chicago from PBI for summer 2024.

The AAAB asked general questions regarding service to Tallahassee and Tampa, which were addressed by Mr. Gamboa; there were no additional questions.

VI. Marketing Update – Nicole Hughes

Nicole Hughes, Manager of Public Information Services, provided the AAAB with the Marketing update. She began the presentation by discussing a partnership with PBI, the Cultural Council for Palm Beach County and JetBlue and explained that when accessing JetBlue Wi-Fi, passengers are able to click on a link that brings them to a website with information regarding the Cultural Council and PBI.

Ms. Hughes reiterated Director Beebe's comments regarding focusing on the city of Chicago as a travel destination from PBI. She played a radio advertisement, currently airing on local radio station WRMF, which portrays a couple planning a trip to Chicago from PBI. She also informed the AAAB that a print campaign in Indian River magazine and a nearby billboard all advertise travel to Chicago from PBI.

Ms. Hughes informed the AAAB of a marketing focus on travel to NYC with ad campaigns running in in Martin, St. Lucie and Indian River counties. She also discussed social media advertisements with Silver Airways and a Frontier Airlines radio commercial being played on local Spanish language radio advertising service from PBI to SJU.

Ms. Hughes continued her presentation by informing the AAAB of recent airport/marketing events including Aviation Day at Lantana Airport (LNA) and she provided them with a video presentation of the event.

Ms. Hughes also discussed a PBI Marketing program called Adventures w/ Avelo where students from the Palm Beach School of Autism are given the opportunity to role-play as travelers. The experience includes arriving to the airport, checking in and receiving boarding passes, walking through the TSA checkpoints and boarding a plane. A video presentation of this event was also

provided to the AAAB. The AAAB asked general questions about selecting schools for this program; Ms. Hughes answered their questions and they had no additional questions.

VII. Construction Project Update – Cynthia Portnoy

Airports Deputy Director of Planning and Development, Cynthia Portnoy, provided the Construction Project Update. Director Portnoy began her presentation by discussing some of the major projects that are currently under construction. Those projects include: PBI 400 Hz Ground Power Units (GPU) Replacement, PBI Preconditioned Air- Point of Use Replacement, PBI Switchgear Replacement Phase 1, PBI 4th Level Roof Replacement, PBI Short Term and Long Term Garage Repairs, PBI Central Airfield Improvements and PBI Concourse B Package 1. She also informed the AAAB of supply-chain delays that have affected many of these projects.

After Director Portnoy discussed the current construction projects, Director Beebe discussed capital-funding options with the AAAB. She informed them that traditional funding sources do not provide enough funding to complete all of the projects highlighted by Director Portnoy without extending their expected completion dates. She informed the AAAB of the Department's intention to propose the issuance of revenue bonds to the BCC. Director Beebe explained that via the issuance of revenue bonds, the Department would have enough funding to complete the Concourse B improvements without having to rely on traditional funding sources that could then be used to complete other projects such as the elevator replacements and the terminal roof repairs

The AAAB asked to discuss the Airport's history with revenue bonds. Director Beebe informed them that revenue bonds were previously issued when the PBI parking facility was reconstructed. Director Beebe also informed the AAAB that the revenue bonds would specifically pay for the Concourse B renovation and construction of the new ARFF facility and Revenue Control building.

The AAAB asked if the County becomes obligated to repay the revenue bonds and Director Beebe answered, the bonds would be backed solely by airport revenue and that the amount of the revenue bonds being sought is estimated to be for 100 million dollars.

Chairman Pelly voiced his support of the Department's idea to seek approval from the BCC for revenue bonds and he made a motion to officially offer the support of the AAAB. The motion was seconded and by unanimous vote, the AAAB approved supporting the Department of Airports plan to seek approval from the BCC for the issuance of revenue bonds.

Director Portnoy then discussed future projects including: Concourse B Expansion – Phases 2 & 3, Runway 10L-28R Rehabilitation, Campus Wide Terminal Improvements, Air Cargo Access Road Improvements, Elevator Replacement - Upgrade/modernization of twenty-five (25) elevators located in the passenger terminal and parking garage, Air Handler Replacement Phase 2, a new Aircraft Rescue and Fire Fighting (ARFF) Facility, repairs to the short-term and long-term garages Phase 2, and miscellaneous pavement repairs.

Director Portnoy also informed the AAAB of GA Airport projects including: F45 Ramp Expansion, LNA RWY 10L-28R Surface Treatment, LNA West Apron Rehab, LNA Southside Redevelopment Phase 3 & 4 and a PHK Fuel Farm.

The Planning projects Director Portnoy informed the AAAB of include an LNA Safety Assessment, LNA Master Plan Update, LNA Part 150 study and an F45 EA Runway 14/32 Extension.

VIII. Real Estate & Concessions Update – Ray Walter

Airports Deputy Director of Real Estate & Concessions, Ray Walter, provided the AAAB with the Real Estate & Concessions update. He informed them of three upcoming Requests for Proposals (RFP) that include: Two (2) Combined Retail, Food & Beverage Concession Opportunities, a Ground Transportation Management RFP and an On-Demand Ground Transportation. Director Beebe informed the AAAB that she expects when the ground transportation provider is selected that they will offer certainty that good customer service will be the norm for all their dealings with passengers.

The AAAB had no questions for Director Walter.

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

Airports Senior Deputy Director Gary Sypek provided the Board with the Operations and Maintenance Update. He informed the AAAB that the Operations group is back to almost a full complement of staff as there is only one open position for an Operations officer. Director Sypek also informed the AAAB of two Operations Technician positions that were recently created as a type of entry-level Operations position.

Director Sypek informed the AAAB that the annual Part 139 FAA inspection would begin in late April.

Director Sypek informed the AAAB that the Airport Security Office is also fully staffed. A new position of a Trusted Lead Agent for Operations was recently created, interviews are currently taking place for the position and the incumbent will serve as a Security Office supervisor. He also mentioned the Security Office has currently issued over 5,100 active ID badges.

As part of the Maintenance update, Director Sypek informed the AAAB of miscellaneous current projects including repainting and flooring work. He also informed the AAAB of open Maintenance positions that are proving hard to fill such as Airfield Stripers. Not being able to fill the positions is causing the Department to lean heavily on private companies, as currently there are only two stripers on staff.

The AAAB asked if the Communication Center was fully staffed as well and Director Sypek replied that it was. The AAAB had no additional questions.

X. Matters by the Public

Chairman Bruce Pelly asked if there were any attendees who would like to address the AAAB.

Dave Johnson representing Lantana Aircraft thanked Director Beebe for her help with the LNA Aviation Day. He mentioned it was a great day that allowed the public to see and understand what happens on a daily basis at the airport.

XI. Board Member Comments

AAAB member Neil Haynie asked for information regarding the Part 150 study at LNA. Director Beebe replied that based on current FAA measures of noise contours, the FAA is not offering any noise abatement measures. She continued by stating, that through the process of the study, there was input provided by the local aviation, business and residential communities and that she believes the process was good and that the Department is satisfied with the results of the study.

AAAB Member Ron Ash thanked Director Beebe and her staff for all of their work. He also thanked fellow board members for their participation on the AAAB.

Neil Haynie suggested the use of a microphone might be helpful as some presenters were not as easy to hear as others were.

XII. Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 2:42pm.