AVIATION & AIRPORTS ADVISORY BOARD
MINUTES
September 13, 2023

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 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 Joe Harrington, Director of Marketing and Communication Brian Avery, General Aviation Manager

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 E. Llwyd Ecclestone, Glenn Jergensen and Douglas Sanders were not in attendance. *Mr. Ecclestone arrived to the meeting after the roll was taken.*

II. Approval of June 14, 2023 Minutes

The Chair called for a motion to approve the minutes from the June 14, 2023 meeting. Motion seconded. Minutes approved.

III. Airport Update– Laura Beebe

Airports Director Laura Beebe began her presentation by introducing Joe Harrington as the Airport's recently hired Director of Marketing and Communications. Director Harrington provided the Board with a brief summary of his career. Director Beebe then introduced Brian Avery as the Airport's new General Aviation Manager. Mr. Avery also provided the Board with a brief summary of his career.

Director Beebe informed the Board of the recent passing of one of its members, J. Albert Johnson on July 17th, 2023. She asked the Board if they would agree to invite Mr. Johnson's family to the next AAAB meeting on December 13th where they would be presented with a memorial plaque recognizing Mr. Johnson's dedication to the Board. The Board did not object.

The May, June and July 2023 traffic reports were the next topic of discussion. Director Beebe informed the Board that during those months, increases in total passengers were 16.2%, 20.6% and 17.3% respectively. She mentioned that for all three of the months, general aviation was down slightly and air carrier operations were up 14.2% in May, 17.3% in June and 9.3% in July. She went on to say that for the year, PBI was expected to have a total of 7.5 million passengers which only happened three other times in the past and she said total passengers might possibly exceed 8 million in 2024.

The Board asked what effects increasing passenger totals would have on future Airport plans. Director Beebe advised that the greatest impact would be on facilities within the terminal. She mentioned the expectation of large crowds within the terminal, especially with construction related to the Concourse B project. She also mentioned increased costs related to the renovations in Concourse B and additional funding sources the Airports are exploring.

IV. Air Service & Marketing Update –Joe Harrington

Airports Director of Marketing & Communication, Joe Harrington, provided the Board with the Air Service & Marketing update. He began the presentation discussing Air Service Development and mentioning a few returning seasonal flights he wanted to highlight including service to Philadelphia, Trenton, NJ and Islip, NY. He mentioned compared to last year, the frequency of service to those locations will increase.

Director Harrington informed the Board of new daily service on Delta to White Plains, NY beginning on November 10th.

He also mentioned the return of service to LAX on JetBlue beginning on November 17th with increased frequencies over the winter and early spring months. Southwest also added additional service to St. Louis and Dallas Love Field.

Director Harrington then discussed a recent PBI marketing campaign, "Fly PBI", which was targeted to the Treasure Coast and the Boca Raton area. The campaign also targeted families planning vacations and people with travel interests. The campaign focused on the stress-free nature of flying at PBI and its proximity to the Treasure Coast and Boca Raton. The campaign garnered more than 11 million impressions.

The Board asked if PBI is tracking the number of airline cancellations and late departures or delays. This led to an open discussion by Board members on how that information could be best used.

Director Beebe discussed how summer delays were mostly due to airline staffing issues, weather diversions and air traffic control staffing issues. She mentioned how these issues are happening nationwide and that they are not within the control of any individual airport. She also mentioned that over the summer the FAA had advised airlines to limit service due to air traffic control staffing issues.

The Board asked about the dates of the Fly PBI campaign. Director Harrington advised the campaign began in late July and would be ending in October. He also informed the Board that in October or November campaigns promoting daily service to LAX will begin.

The Board asked if they could be provided with a list of all current service. Director Harrington replied that he could provide that.

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 are currently under construction. Those projects include PBI 400Hz ground power unit replacement, short-term and long-term terminal parking garage repairs, an advanced-warning vehicle signage system for oversized vehicles, elevator replacement & modernization and fourth floor roof replacement in the short-term garage.

Director Portnoy informed the Board that project delays have been caused by the inability to procure equipment in a timely fashion mostly due to supply chain shortages, particularly regarding electrical equipment.

Director Portnoy then discussed the Central Airfield Improvement project at PBI including the runway closures caused by ongoing construction on the airfield.

The next topic discussed was the Concourse B expansion. Director Portnoy informed the Board that the project is being broken up into smaller pieces/packages while the Airport continues to explore additional funding sources.

Director Portnoy informed the Board about upcoming Requests for Proposals (RFP) that include a variety of projects including runway rehabilitation at PBI, CM@Risk continuing contracts for federally funded projects, air handler replacements and terminal refurbishment.

She discussed General Aviation (GA) projects including ramp expansion at F45 and a new terminal building at LNA.

Lastly, she discussed future Planning projects including a PBI terminal connector and a LNA safety assessment. Director Beebe mentioned that renderings of the PBI terminal connector could be presented to the Board at their December meeting. She also mentioned that the Airport's Licensed Project Manager is currently working on 30 active projects.

The Board ask for clarification on the term CM@Risk and Director Portnoy advised it means Construction Management at Risk, which is a procurement method where a contractor is hired to manage a project. Director Beebe mentioned the benefits of using the CM@Risk process.

VI. Real Estate & Concessions Update – Ray Walter

Airports Deputy Director of Real Estate & Concessions, Ray Walter, provided the Board with the Real Estate & Concessions update. He began the presentation by informing the Board of a Parking Facilities Management Agreement which was awarded to SP +.

Afterwards, Director Walter discussed the selection of Popstroke West Palm Beach, LLC to develop the vacant land at the SW corner of Australian Avenue and Belvedere Road into an indoor/outdoor golf-related entertainment and dining venue.

Director Beebe informed the Board that at the next Board meeting she would like to discuss an increase to parking rates.

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 three Operations Officers, one Operations Supervisor, one Communications Specialist and one Communications Center Supervisor.

He then discussed recent training in Operations including the completion of annual Signatory Training, annual Concession Training and training for a new GA Manager Brian Avery.

He informed the Board that a PBSO live action shooter exercise was recently completed in June and that a live emergency exercise was scheduled to take place at PBI on September 20th.

The Maintenance update provided by Director Stewart included several Maintenance Division projects. Among the projects he discussed were cooling tower rehab, air conditioner replacement at US Customs, tree removal at the CareerSource building and preventative maintenance work on the terminal roof, removal of space heaters from office buildings and insecticide spraying.

Lastly, Director Stewart discussed the filling of recent Maintenance positions including a tree trimmer and a chemical spray technician. He mentioned the Department is getting close to filling all of its open positions.

VIII. Matters by the Public

Chairman Ron Ash asked if there were any attendees who would like to address the Board. No members of the public chose to speak.

IX. Board Member Comments

Board Member Sophie Gaeta complimented the Department of Airports and commended the Airports for servicing over 7 million passengers

Chairman Ron Ash thanked Director Beebe and her staff. He specifically complimented Director Portnoy for handling all of the construction projects.

Board Member Neil Haynie asked for the business names of the CM@Risk Managers currently working with the Airports and Director Portnoy provided that information.

X. Adjourn

A motion was made to adjourn the meeting. The motion was seconded. The meeting adjourned at 2:40 p.m.