



Venice of America

CITY OF

FORT LAUDERDALE

**AVIATION ADVISORY BOARD
FORT LAUDERDALE EXECUTIVE AIRPORT
ADMINISTRATIVE OFFICE - MULTIPURPOSE ROOM
6000 NW 21 AVENUE, FORT LAUDERDALE, FL
THURSDAY, AUGUST 28, 2008, 1:30 P.M.**

Board Members	Attendance	Cumulative Attendance 7/08 through 6/09	
		Present	Absent
Bunney Brenneman, Chair	P	1	0
Joseph Scerbo, Vice Chair	P	1	0
Lee Alexander	P	1	0
Andrew Berns, Tamarac	A	0	1
Alberto Calvo	A	0	1
Michael Dunbar	P	1	0
Lloyd Evanson	A	0	1
Linda Iversen	P	1	0
Richard McDonald	P	1	0
Deborah VanValkenburgh	A	0	1
Sharon Woods	P	1	0

Airport/City Staff

- Clara Bennett, Airport Manager
- Mark Cervasio, Assistant Airport Manager
- Alex Erskine, Assistant Airport Manager
- Rufus A. James, Airport Operations Supervisor
- Fernando Blanco, Airport Engineer
- Florence Straugh, Noise Abatement Officer
- Victoria Minard, Assistant City Attorney
- Cate McCaffrey, Director of Business Enterprises
- Sharon Dreesen, Administrative Aide
- Jamie Oppерlee, Recording Secretary

Call to Order

The meeting was called to order at 1:34 p.m. by Chair Brenneman.

1. Approve Minutes of June 2008 Meeting

Motion made by Mr. Scerbo, seconded by Ms. Iversen, to approve the minutes of the Board's June 2008 meeting. In a voice vote, the motion passed unanimously.

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2. Election of Chair and Vice Chair

Mr. Scerbo nominated Ms. Brenneman as Chair, seconded by Ms. Woods. Nominations were closed and Ms. Brenneman was elected by unanimous vote. Mr. Dunbar nominated Mr. Scerbo as Vice Chair, seconded by Dr. Alexander. Nominations were closed and Mr. Scerbo was elected by unanimous vote.

3. Mr. Erskine explained that staff had worked with the Procurement Services Department to develop a Request For Proposals (RFP) for a computer-based interactive training system.

Mr. Erskine showed a video that included samples sent in by contractors describing their programs. He pointed out that every program was customized to the specific airport.

Mr. Erskine stated the system would provide airport employees, tenants and users with a better understanding of airport security procedures, recognition of suspicious behaviors, and ramp driving procedures and protocol.

Mr. Erskine said the businesses and employees would undergo training first and tenants would be next.

Mr. Erskine informed the Board that the RFP committee comprised the following group of people in order to draw from a wide knowledge base:

Alex Erskine	Assistant Airport Manager
Larry Keesling	Police Department
Marla Clare	Information Technology Department
Nicole Notz	Florida Department of Transportation
Patrick Joyce	Public Works Department

Mr. Erskine explained the RFP Committee had met on August 15, 2008 to rank the three proposals submitted by two firms and the rankings were based upon the following:

<u>Criteria</u>	<u>Weight</u>
Video Sample	30%
Price	30%
References	25%
Tech Support	10%
D & B Report	5%

Rankings:	Points	Cost
1. American Association of Airport Executives		
Option #1 (stand alone)	92.5	\$110,400
Option #2 (internet based)	90	\$113,900
2. Safety and Security Instruction	65.45	\$127,130

Mr. Erskine stated staff had also asked the vendors to provide a price for an additional training module that would cover aircraft fuel storage, handling, and dispensing on airports. Staff had since decided to exercise the option and purchase this program for an additional \$20,000.

Mr. Erskine explained that tenants performed their own training regarding fueling, and fuel providers each had different training as well. The program would allow for standard, supplemental training to ensure a consistent level of training for all personnel engaged in fueling operations.

Staff Recommendation:

Based upon the findings of the committee, we recommend award of the RFP to American Association of Airport Executives, Option #1, to include the interactive training system, four years of tech support, and the optional fueler safety-training program for a total of \$130,400.00.

Ms. Iversen felt the additional fueler training was expensive. Mr. Erskine reiterated that this training would ensure consistent training for fuel handling, spill prevention, counter measures and clean up. He noted that oil company training could vary in its thoroughness.

Motion made by Mr. Scerbo, seconded by Mr. Dunbar, to approve the staff recommendation. In a voice vote, Board unanimously approved.

4. FAA Reimbursable Agreement for Work Related to Taxiway Alpha Relocation

Mr. Erskine displayed a graphic depicting the relocation of Taxiway Alpha. He reported the project was huge and would take approximately 18 months to complete.

Mr. Erskine explained that Phase 2 and Phase 5 required that the existing FAA communication cables cross. FAA personnel would need to locate these cables and provide on-site inspection as the contractor put the cables into conduit and encased them in concrete. This agreement would reimburse the FAA for costs associated with this work.

Mr. Erskine stated FAA Airway Facilities had estimated that they would incur costs in the amount of \$18,975.00 for the labor, equipment, and supplies to complete the necessary work. He pointed out that these expenses were grant-eligible and may require the grant to be amended at the end of the project if sufficient funds were not available.

Staff Recommendation:

We recommend executing the reimbursable agreement with the Federal Aviation Administration for relocating and protecting FAA facilities in the amount of \$18,975.00.

Motion made by Mr. Dunbar, seconded by Dr. Alexander, to approve the staff recommendation. In a voice vote, Board unanimously approved.

5. Spare Parts for Airport Security Gates – Contract Award

Mr. James reported that the Airport's Security Gate Access system consisted of 33 automated vehicular gates, one automated aircraft gate and 39 pedestrian gates. He said staff realized the importance of having spare parts available and had contracted with a company to provide them.

Mr. James explained that the last contract had come to term and was not renewable. Airport staff had been working with the City's Procurement Services Department to develop an Invitation to Bid (ITB) to solicit qualified vendors capable of providing spare parts for the automated vehicular gate system and pedestrian gates at the Airport.

Mr. James stated the ITB was released for vendors to submit proposals on June 3, 2008 and closed on June 18, 2008, with the following two vendors submitting bids in response to the RFP:

Supply of America	\$30,917.00
Commercial Fence Contractors, Inc	\$57,948.10

Mr. James informed the Board that the parts list for the bid packet was made up of approximately 29 items and bids were considered based upon the completeness of the packet and the lowest total price. Staff had noted the significant difference in bid prices and conducted further review by contacting several other industry companies and had concluded that the bid from Supply of America was comparable with industry rates. Mr. James said the initial contract term was for one year, with an option to extend for four additional one-year terms.

Staff Recommendation

Staff recommends award of a contract to the low responsive bidder, Supply of America, in the amount of \$30,917.00.

Mr. Erskine informed Mr. Dunbar that price increases in successive years were based on CPI. Mr. James explained that staff must choose the yearly contract renewal; it was not automatic.

Mr. James explained to Dr. Alexander that they would need to order every item on the list in order to reach the \$30,917.00 contract amount; if they ordered less, they would pay less. Mr. Erskine explained that the contract allowed them to obtain parts as needed, at a set price, without requiring separate bids for large-ticket items. Ms. Bennett said in the event of a catastrophe, the City had procedures to allow for emergency purchases.

Motion made by Mr. Dunbar, seconded by Ms. Woods, to approve the staff recommendation. In a voice vote, Board unanimously approved.

6. Pavement Markings Painting Removal Contract

Mr. James said as part of their ongoing efforts to maintain pavements marking areas at the Downtown Helistop, staff had recently developed an Invitation to Bid (ITB) to solicit qualified vendors to perform the painting services required to maintain the pavement markings. He explained that the maintenance of these pavement markings was important to the operating capabilities of the Airport and ensured compliance with current Federal Aviation Administration (FAA) standards.

Mr. James stated the work was typically performed on an as-needed basis or for general maintenance of the pavement markings. This ITB was advertised for bids and two bids were received on June 30, 2008 with the following two vendors submitting bids in response to the ITB:

Hi-Lite Markings, Inc	\$44,919.50
Roberts Traffic Marking	\$48,019.75

Mr. James said the initial contract term was for one year, with an option to extend for four additional one-year terms. He informed the Board that they had contracted with both companies in the past and were well aware of their capabilities. Hi-Lite Markings, Inc. had submitted the lowest responsible bid in the amount of \$44,919.50 and the decision was made to award the contract to Hi-Lite Markings, Inc.

Staff Recommendation

Staff recommends award of a contract to the low responsive bidder, Hi-Lite Markings, Inc. in the amount of \$44,919.50.

Motion made by Ms. Iversen, seconded by Ms. Woods, to approve the staff recommendation. In a voice vote, Board unanimously approved.

UPDATE ITEMS

A. Noise Compatibility Program

Noise Abatement Workshop for Jet Pilots

Ms. Straugh announced that on August 14, 2008 staff had held a very successful Noise Abatement Workshop for jet pilots. She informed the Board that one of the pilots had requested that staff give the workshop presentation at one of their company pilots' meetings in the future.

Seasonal Decrease in Traffic

Ms. Straugh reported that for June and July 2008, the noise abatement statistics continued to show a distinct decrease in the number of jet departures. This decrease could be caused by the seasonal decline experienced each year and also by the increasing cost of fuel.

Nighttime and I-95 Turn

Ms. Straugh stated for June 2008, there were no noise events over 80 dB between 10:00 p.m. and 7:00 a.m. For July, there had been two events, which were caused by air ambulance flights and staff had contacted those operators concerning the I-95 turn. Between 10:00 p.m. and 7:00 a.m., 33 jets had flown the I-95 turn in June; 25 had flown the I-95 turn in July; and two of these jets had been stage-two aircraft.

Noise Abatement Program Statistics

The noise program statistics for June and July 2008 were included in the Board's packet.

Mr. Dunbar commented that having lived here now for a year and seeing how noisy it was and how things were when he first moved here, comparative to where they are today, staff has done a very good job of trying to address the needs of the community in reducing noise.

Mr. Dunbar stated that he is home a lot and notices things a lot and that his name has jumped up on the airport message system relatively often when he hears something. Mr. Dunbar also stated that he has called a lot less in the past four months, noticing results.

Chair Brenneman informed the Board that she had called in a noise complaint, left her name and number, and requested a callback but had never been contacted.

B. Development and Construction

Taxiway Alpha Relocation Project # 10802

Mr. James reported that Ranger Construction was currently working on phase 11 of the project and had completed the demolition of pavement on Taxiway Alpha. Weather permitting, the contractor anticipated completing phase 11 in September.

Mr. James stated the initial part of Phase 10 work would require closure of Runway 8-26 from Tuesday, September 2, 2008 at 10:00 pm until Wednesday, September 3, at 6:00 am. In the event of rain, the alternate date would be September 3 at 10:00 pm until 6:00 am on September 4. He said a notice had been faxed to remind Airport tenants of the Runway closure and staff would also issue a Notice To Airmen (NOTAM) to inform pilots of the closure. Mr. James stated the Airport would remain open for arrivals and departures with Runway 13-31 available for use during this time. He agreed to provide the Board with updates.

C. Arrearages

Ms. Bennett announced that there had been one rent arrearage, but this had been paid. As of this date, there were no arrearages to report.

D. FLL Update

Ms. Straugh reported an Airport Noise Abatement Committee meeting would take place on September 8 at 6 p.m. Staff had attended a workshop at the Broward County Commission on August 5 that reviewed current and future projects. She noted that the one project that could impact Fort Lauderdale residents was the re-milling and grooving of the main runway. This would entail a 60-day runway closure and should take place in April or May 2009.

E. Other items and announcements

Chair Brenneman explained to Ms. Schulz that her homeowners association had held a hot air balloon event on August 5 at 6 p.m. She had determined that this required the City Manager's permission, which they obtained. Chair Brenneman said they had waited for an hour because no one could contact the tower, and the balloon pilot refused to leave until he contacted the tower.

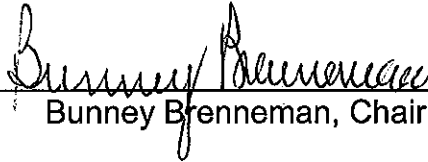
Ms. Bonnie Schulz, FAA Tower, explained that typically these events were coordinated between herself and the pilot in advance, but no one had contacted her. Chair Brenneman said the pilot had tried to use his radio; Ms. Schulz said the radio would not reach the tower if the user was too far away and too low. Failing that, the pilot should have phoned the after hours tower number.

Ms. Cate McCaffrey, Director of Business Enterprises, agreed to follow up with the City Manager regarding the proper procedures.

Chair Brenneman reminded Board members that the Better Meetings Academy would be held on September 9 at 5:45 p.m. at City Hall on the third floor. She urged new Board members to attend.

There being no further business before the Board, the meeting adjourned at 2:42 p.m.

- Next scheduled meeting date: Thursday – September 25, 2008 – 1:30 PM


Bunney Brenneman, Chair

PLEASE NOTE:

If any persons decide to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need a record of the proceedings and, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.