



CITY OF FORT LAUDERDALE

**AVIATION ADVISORY BOARD  
FORT LAUDERDALE EXECUTIVE AIRPORT  
ADMINISTRATIVE OFFICE – MULTIPURPOSE ROOM  
6000 NW 21 AVENUE, FORT LAUDERDALE, FLORIDA  
THURSDAY, JANUARY 25, 2018 1:30 P.M.**

	Attendance	Cumulative Attendance 7/17 through 6/18	
		Present	Absent
Ed Kwoka, Chair	P	5	0
Ed Rebholz, Vice Chair	P	5	0
Louis Gavin	P	3	2
Joshua Kroon	A	2	3
Vacant			
Tom Moody (arr. 1:37)	P	4	1
Stephen O'Malley	A	4	1
Dana Pollitt	P	4	1
Duke Siotkas	P	3	2
John Watt	P	5	0
Commissioner Marlon Bolton, City of Tamarac [non-voting]	P	4	1
Jeff Helyer, City of Oakland Park [non-voting]	P	5	0

**Airport Staff**

Rufus A. James, Airport Manager  
Carlton Harrison, Assistant Airport Manager  
Spencer Thornton, Assistant Airport Manager  
Julie Leonard, Deputy Director of Transportation and Mobility  
Florence Straugh, Noise Abatement Officer  
Karen Reese, Business Assistance Coordinator  
Fernando Blanco, Airport Engineer  
Donna Varisco, Administrative Assistant I  
Nick Slagle, Operations Supervisor  
Jovan Daley, Airport Intern  
Michael Mitchel, Recording Secretary, Prototype, Inc.

**CALL TO ORDER**

Chair Kwoka called the meeting to order at 1:32 p.m.

**1. Roll Call**

Roll was called and it was noted a quorum was present.

## **VOTING ITEMS**

### **1. Approve Minutes of December 7, 2017 Meeting**

**Motion** made by Vice Chair Rebholz, seconded by Mr. Siotkas, to approve. In a voice vote, the **motion** passed unanimously.

### **2. Supplemental Joint Participation Agreement with FDOT for Taxiway Intersection Improvements – Project 12187**

Mr. Harrison advised that the Airport has reached out to the Florida Department of Transportation (FDOT) regarding a supplemental joint participation agreement for this project, which would correct confusing intersections and help provide direct access to runways. Staff recommends approval of the agreement, through which the Airport would accept \$365,163 from FDOT for up to 80% of costs associated with the project.

Mr. Harrison reviewed some of the details of the project, which would eliminate direct access from Taxiway November between Taxiway Golf and Runway 13/31. This will lessen confusion in the intersection between Taxiways Echo, Golf, and November.

Mr. Moody arrived at 1:37 p.m.

**Motion** made by Mr. Watt, seconded by Mr. Gavin, to approve. In a voice vote, the **motion** passed unanimously.

### **3. Executive Airport Administration Building Renovations – Contract Award – Danto Builders, LLC – Project 12188**

Chair Kwoka advised that he would abstain from discussing or voting upon this Item due to a conflict. He ceded the gavel to Vice Chair Rebholz at this time.

Mr. Blanco stated that this project includes landscaping improvements, replacement of parking lights, modifications to the entrance driveway, installation of a car charging station, and remodeling the office interiors and bathrooms. The bid was issued in October 2017 and 12 responses were received in December 2017. Danto Builders, LLC, provided the lowest cost-responsible bid in the amount of \$1,437,322 and meets all specifications of the solicitation. FDOT has agreed to write grant funding for this project in the amount of \$800,000 to reimburse construction costs. Staff recommends award of the contract to Danto Builders, LLC.

**Motion** made by Mr. Pollitt, seconded by Mr. Siotkas, to move forward with Staff's recommendation to award to Danto Builders for \$1,437,322. In a voice vote, the **motion** passed unanimously. (Chair Kwoka abstained. A memorandum of voting conflict is attached to these minutes.)

Chair Kwoka resumed the role of Chair at this time.

**4. Executive Airport Administration Building Renovation – HDR Engineering, Inc. -- \$210,870 Task Order 25**

Mr. Blanco stated that this contract is for the design of the administration building renovation project. HDR shall provide construction, engineering, and inspection services during the project's construction phase. A task order has been negotiated in the amount of \$210,870. The scope includes but is not limited to attending construction meetings, providing inspection services throughout the construction phase of the project, reviewing shop drawings, responding to bidders' requests for information, writing the agenda and minutes for all construction meetings, coordinating construction schedules, and providing inspection services for both substantial and final completion phases. Staff recommends approval of Task Order 25 in the amount of \$210,870.

**Motion** made by Vice Chair Rebholz, seconded by Mr. Watt, to approve. In a voice vote, the **motion** passed unanimously.

**UPDATE ITEMS**

**A. Noise Compatibility Program**

Ms. Straugh reported that a new aircraft identification accounting system is in use at the Downtown Heliport. This system, consisting of three cameras, counts the aircraft and identifies the operators using the Heliport. This automated system is expected to improve Airport Operations Staff's labor time.

Ms. Straugh continued that two U.S. Customs and Border Protection Automated Passport Control kiosks were installed in the pre-lobby waiting area and commissioned in December 2017. These kiosks are expected to increase efficiency and improve the customer experience.

Ms. Straugh stated that Airport staff is preparing a survey for Customs and would like to hear input from the Board on how this survey should be developed. She requested feedback from pilots and other individuals who actively use Customs at the Fort Lauderdale Executive Airport (FXE) or elsewhere.

Chair Kwoka recalled that the Fort Lauderdale-Hollywood International Airport (FLL) is planning to shut down its north runway in order to replace its surface, which is expected to lead to a substantial increase in traffic and Customs transactions at FXE. The shutdown will occur in 2019 and will last for approximately six months.

Ms. Straugh concluded that a project has begun to bring FXE into compliance with State Statute 333, which deals with Airport zoning.

## **B. Development and Construction**

Mr. Thornton recalled that the taxiway/intersection improvement project discussed earlier is roughly 35% complete at present. A section of Taxiway Golf is currently ready for sod and electrical work. Other sections located south of the runway will be brought up to grade as well. He showed aerial photographs of the project, adding that sweepers are on 24-hour standby to control sand intrusion onto the runway. The tower will assist in limiting the direction of jet blast from the center field run up area to prevent potential danger to workers.

Chair Kwoka asked if improvements to the administrative building would affect the location of future Board meetings. Mr. James showed how the building's footprint would be reconfigured and a new meeting area made available. The entryway into the building will be reconfigured as well. The project is expected to have minimal impact on day-to-day operations.

## **C. Arrearages**

None.

## **D. Communications to the City Commission**

None.

## **E FLL Update**

Ms. Straugh stated that the Broward County Aviation Department's Airport Noise Abatement Committee will meet on Monday, March 12, 2018 at 6 p.m.

## **Other Items and Information**

Chair Kwoka advised that he has met with a number of Airport tenants who are concerned with their opportunities to participate in discussions of forthcoming projects. He cited the recent resurfacing project, which resulted in runway closures, as an example of a project that affected contractors. For this reason, he stated he would like to invite City representatives and Airport staff to participate in a second meeting following the next regular Board meeting. The intent of this second meeting would be to provide an opportunity for open dialogue between tenants, organizations, and staff.

Mr. Hayden of Sheltair commented that a significant number of tenants feel projects frequently occur during peak times of operation. This may be due to a lack of understanding of the City's procurement process. Chair Kwoka added that some contractors may not realize that the Airport is not a stand-alone entity, but functions as an extension of the City. He emphasized the need to ensure positive dialogue and

education on both sides of the discussion. The discussion will focus on air-side rather than tenant-side operations.

Mr. Moody requested clarification of the date by which World Jet improvements are expected. Mr. James replied that World Jet has come into compliance on the east end, having completed striping and painting of the parking lot and curb stops. They have paid all outstanding fines associated with this noncompliance, although he noted that other violations may have arisen since compliance was achieved.

Mr. Pollitt reported that an open house event will be held on March 8, 2018 regarding land use plan amendments related to Envision Uptown. Chair Kwoka added that Mr. James represents the Airport as a member of the Greater Fort Lauderdale Chamber of Commerce. Mr. James has advised that there may be additional opportunities to bring greater Chamber involvement into this area of the City in order to emphasize the needs and challenges faced by the Uptown area. He also noted that Fort Lauderdale District 1 will have a new City Commissioner, Heather Moraitis, and emphasized the need to reach out to her and provide input on decisions affecting the Airport.

Mr. Watt presented FXE with a certificate of appreciation, on behalf of Imperial Point Homeowners Association thanking them for participating in their Fall Harvest event and reaching out to all of their residents.

Chair Kwoka thanked the Board for allowing him to attend the recent National Business Aviation Association (NBAA) meeting in West Palm Beach. Mr. James stated the next NBAA meeting will be held October 16-18, 2018 in Orlando, Florida. An Open House event is scheduled for Wednesday, January 31, 2018, at which Banyan Air will be recognized for its efforts to promote the Airport. A Safety Expo is scheduled for March 17, 2018, focusing on women in aviation.

**NEXT SCHEDULED MEETING DATE: Thursday, February 22, 2018 – 1:30 p.m.**

There being no further business to come before the Board at this time, the meeting was adjourned at 2:06 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]



Fort Lauderdale  
Executive Airport  
Your community airport since 1947

# AVIATION ADVISORY BOARD

## January 25, 2018

### Sign-In Sheet

Name	Address	HOA/Organization	Phone/Fax	E-mail Address
John Hayden	Apt. #7	SHIELTAH	(954) 491-2041	JHayden@SHIELTAHINNOVATIONS.COM
MARK KISNER	424 W. BAYSCOTT BUDSITE SC0 TAMPA FL 34630	MICHAEL BAKER	813-579-4340	MILSKR@MBAKERTL.COM
Aaron McDaniel	110 East Broward Fort Lauderdale, FL	Michael Baker	561 812 6400	aaron.mcdaniel@mbakerintl.com
Debbie Danto	5601 Powerline Road Fort Lauderdale, FL 33309	Danto Builders	954/229-2006	debbie@dantobuilders.com
Dou Campion	ON RICE	Banyo & Air	ON RICE	
Rich Sack	5550 NW 23RD	FAA ATCT	954 774 1046	

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <b>Kwaka Edmund W</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>Aviation Advisory Board</b>
MAILING ADDRESS <b>1101 Tringelo Isle Blvd</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY      COUNTY <b>Fort Lauderdale, Florida 33315</b>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED <b>1/25/18</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Edmund Karola, hereby disclose that on 1/25, 20 18:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Previously done business with Dist.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

1/25/18  
Date Filed

[Signature]  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.