DRAFT

AVIATION ADVISORY BOARD MEETING MINUTES
FORT LAUDERDALE EXECUTIVE AIRPORT
RED TAILS CONFERENCE ROOM
6000 NW 21 AVENUE, FORT LAUDERDALE, FLORIDA
THURSDAY, JUNE 26, 2025 – 1:30 P.M.

		Cumulative Attendance 7/2024 - 6/2025	
Board Members	**Attendance**	**Present**	**Absent**
Mark Volchek, Chair	P	5	2
William Gilbert, Vice Chair	P	6	1
David Ash	P	6	1
David Cooper	P	5	0
Louis Gavin	P	3	0
Kelly Gordon	P	6	1
Dr. Jeff Johnson	P	7	0
Robert Laughlin	P	6	1
Kevin Macelhaney	A	4	3
John Vratsinas	P	6	1
Non-Voting			
Commissioner Marlon Bolton (arrived at 1:35 p.m.)	P	7	0

Airport/City Staff

Rufus A. James, Airport Director
Carlton M. Harrison, Assistant Airport Director
Chelsea Jones Finley, Airport Program Manager
Khant Myat, Airport Engineer
Angelia Basto, Senior Financial Administrator
Patrick Donnelly, Advanced Specialist II
Linda Blanco, Senior Administrative Assistant
Katharine Lee, Airport Projects Support

Others

Karen Cruitt, Prototype, Inc.
Hailey Bauwens, Majorie Stoneman Douglas High School
Akeil McPherson, Blanche Ely High School
Karolos Liveris, Cypress Bay High School
Trong Phuc Doan, Coconut Creek High School
Stephen Martin, AOPA
Nick Karpathy, EXP (on behalf of HCA)
John McDonough, HCA
Janet Benitez, Michael Baker
Cody Parham, Garver
Tom O'Donohue, Kimley-Horn & Associates
Don Campion, Banyan Air Service
Marshall Myles, FXE Jet Center
Nicholas Leone, Atkins Realis
Johannah Carter, Sheltair
Jim McNeill, Sheltair
Alex Rivera, FXE Jet Center

CALL TO ORDER

Chair Volchek called the meeting to order at 1:30 p.m.

ROLL CALL

Roll was called, and a quorum was determined to be present.

APPROVAL OF MINUTES

- **May 29, 2025**

Motion made by Mr. Gilbert, seconded by Mr. Cooper, to approve the minutes of the May 29, 2025, meeting as presented. In a voice vote, the **Motion** passed unanimously. (9-0)

ELECTIONS

- **Election for Chair**

Chair Volchek shared that his term on the Board would expire in three (3) months, and he would not be seeking reappointment.

Motion made by Mr. Volchek, seconded by Mr. Gordon, to nominate William Gilbert as Chair. In a voice vote, the **Motion** passed unanimously. (9-0)

Mr. Gilbert asked that Mr. Volchek run the remainder of the meeting.

- **Election for Vice Chair**

Mr. Vratsinas nominated David Cooper as Vice Chair.

Mr. Gilbert nominated Dr. Jeff Johnson as Vice Chair.

Discussion ensued briefly. The Board conducted a poll. Mr. Cooper received five (5) votes and Dr. Johnson received four (4) votes. David Cooper was named Vice Chair.

Commissioner Marlon Bolton arrived at 1:35 p.m.

VOTING ITEMS

1. **Conditional Use Permit Process for Construction and Operation of a Free-Standing Emergency Room**

Rufus A. James, Airport Director, provided the presentation and recommended approval of the construction and operation of HCA Florida Woodmont Hospital Free-Standing Emergency Room at 2050 NW 62nd Street, within the City's General Aviation Airport (GAA) Zoning District.

Nick Karpathy, EXP, was present on behalf of HCA. He thanked the Board for their consideration and stated he was present to answer any questions regarding operations.

Motion made by Mr. Vratsinas, seconded by Mr. Ash, to approve the Conditional Use Permit for construction and operation of a free-standing emergency room as requested. In a voice vote, the **Motion** passed unanimously. (9-0)

UPDATE ITEMS

A. Noise Compatibility Program

Patrick Donnelly, Advanced Specialist II, shared the report for May 2025. He stated there were reports of 1,121 jet departures, with 1,000 of those from the primary runway, Runway 9. He stated Noise Monitor 2 did not register any [aircraft] above the 80-decibel threshold in May, and there was a total of 30 noise inquiries from 10 individual households.

B. Development and Construction

Carlton M. Harrison, Assistant Airport Director, reminded the Board that at its March 27, 2025, meeting, they had approved an agreement with Vercetti Enterprises for the expansion of the Aviation Equipment and Storage building. The agreement will add warehouse space, as well as updating LED lighting, paint, and floors at a cost of approximately $2.1 million. He advised that the anticipated completion date was March 2026. The first pre-construction meeting was held on June 11, and the contractor is applying for permits and going into the mobilization phase of the project. Mr. Harrison stated operational data for the month of May could be found in the Board packet.

Mr. Ash asked for clarification on the definition of “substantial completion” [in his update memo]. Mr. Harrison explained briefly that typically this date represents approximately 30 days left in the project.

i. Project Status Update for Month of June 2025

Mr. Harrison stated that he provided the latest project update report with changes highlighted in red.

C. Arrearages

Mr. James advised that there were no arrearages to report.

D. Communications to the City Commission

None.

E. Other Items

Mr. James provided a brief overview of the Airport's internship program during the summer and school semesters. He stated that typically one (1) intern is taken on at a time, but this summer, thanks to Airport Program Manager, Ms. Jones Finley and her team, there were four (4) high school interns.

The interns introduced themselves briefly and shared their ambitions for the future. The Board welcomed the interns briefly.

Mr. Laughlin noted an article in the Washington Post that morning which had mentioned FXE with good results.

i. Public Comments

None.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 1:50 p.m.

NEXT SCHEDULED MEETING DATE: Thursday, July 24, 2025, at 1:30 P.M.

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

VOTING ITEM 1

DATE: August 28, 2025
TO: Aviation Advisory Board
VIA: Rufus A. James, Airport Director
BY: Khant Myat, P.E., Airport Engineer
SUBJECT: Runway 27 Bypass Taxiway and Run-up Area Relocation Project Design - Federal Aviation Administration Grant Acceptance

Fort Lauderdale Executive Airport (FXE) has identified the Runway 27 Bypass Taxiway and Run-Up Area Relocation as a priority project under the Airport Layout Plan approved by the Federal Aviation Administration (FAA) in 2019. These improvements include the realignment of the existing bypass taxiway and construction of one additional bypass taxiway to provide additional runway crossings and a new runway entrance aimed at alleviating queuing congestion at the east end of Runway 27 (Exhibit 1).

The construction of the bypass taxiways will be between Taxiway Alpha, one of the primary taxiways serving Runway 27. The reconfigured run-up area will accommodate more aircraft staging prior to takeoff, with appropriate separation to enhance safety and operational efficiency.

Originally planned in the Florida Department of Transportation's (FDOT) Joint Automated Capital Improvement Program (JACIP) in 2020, the project was deferred due to funding constraints. In February 2025, the FAA advised FXE to initiate the design phase of the Runway 27 Bypass Taxiway and Run-Up Area Relocation project.

On June 19, 2025, FXE staff submitted a grant application for an FAA Airport Infrastructure Grant (AIG). On July 18, 2025, the FAA provided a draft grant agreement for the City of Fort Lauderdale's (City) review and signature.

The City anticipates receiving a grant of approximately $637,954, representing up to 95% of the project's design costs, by September 2025.

Staff Recommendation

Staff recommends acceptance of the FAA grant, which provides approximately 95% federal funding participation for the design phase of the Runway 27 Bypass and Run-Up Area Relocation Project, in an amount up to $637,954.

VOTING ITEM 1
EXHIBIT 1

VOTING ITEM 2

DATE: August 28, 2025
TO: Aviation Advisory Board
FROM: Rufus A. James, Airport Director
SUBJECT: Broward County Forensic Science Center - Conditional Use Permit

Broward County (County) is the owner of a fee simple property at 2000 West Commercial Boulevard, located within the City's Airport Industrial Park (AIP) zoning district (Exhibit 1). The Airport has been approached by the County to request approval of developing the Broward County Forensic Science Center, which is being designated as a shared facility that will house the Broward Sheriff Office (BSO) Crime Lab and the Broward County Medical Examiner and Trauma Center Office. The proposed use is County Government Occupancy.

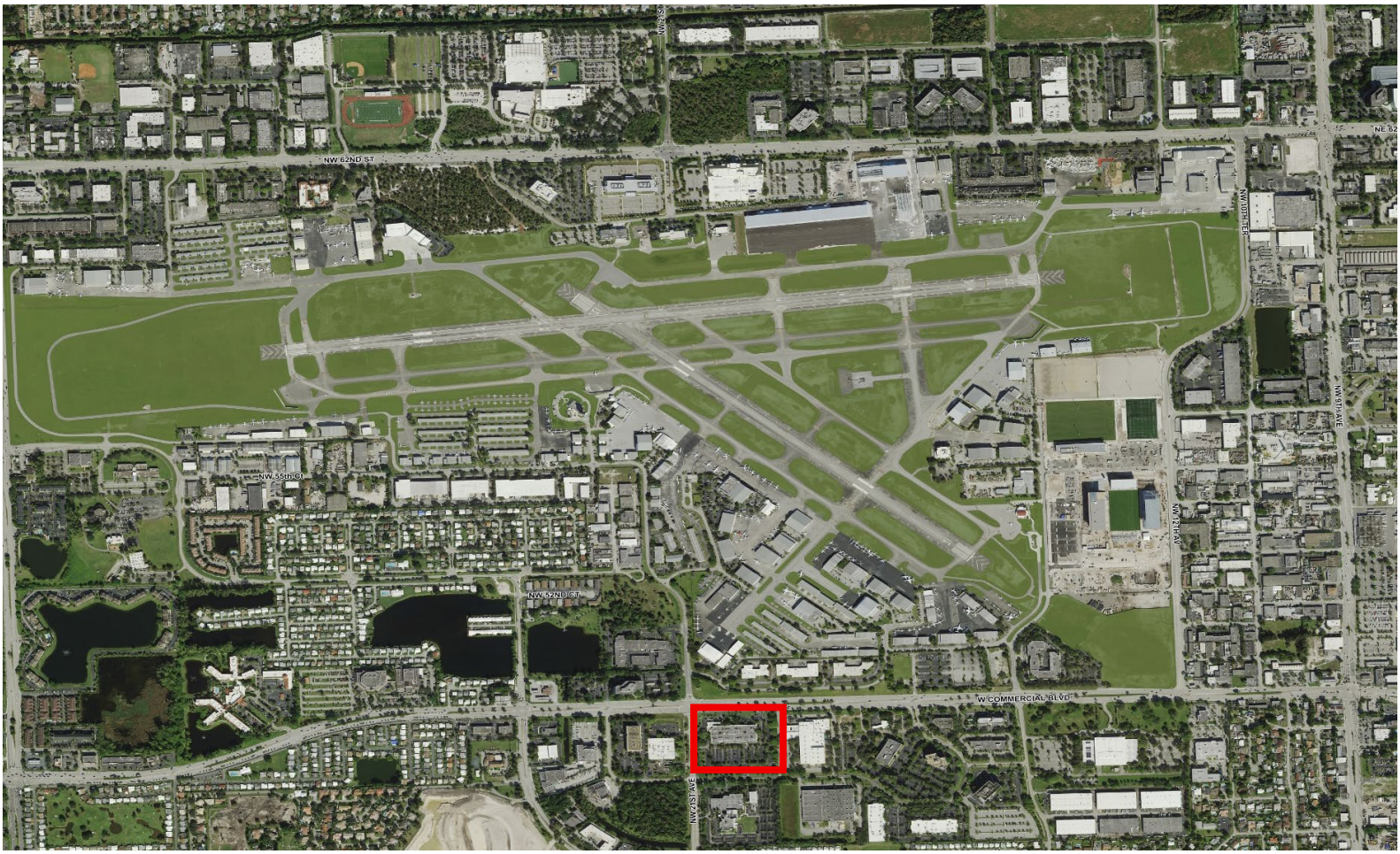
The project will be located on an 8.7-acre site bounded by West Commercial Boulevard to the north, NW 21st Avenue to the west, NW 49th Street to the south and Keiser University to the east. The building is anticipated to be 4-5 stories high and will include approximately 200,000 square feet of building area plus a parking garage accommodating approximately 650 spaces.

This request is consistent with the intent of the district to support health and public safety services while also having a positive impact in the surrounding area. The Forensic Science Center will result in various economic benefits to the community including educational opportunities for students studying forensic science as a career, provide all Broward County public law enforcement agencies with assistance in solving crimes, and will create a central location to combine the BSO Crime Lab, and the Broward County Medical Examiner and Trauma Center Office.

Once approved by the Aviation Advisory Board, this request will go to the City's Planning and Zoning Board, and then to the City's Development Review Committee (DRC) to initiate the Conditional Use Permit process.

Staff Recommendation
The staff recommends approval of the conditional use permit for a Forensic Science Center at 2000 West Commercial Boulevard, located within the City's Airport Industrial Park zoning district.

VOTING ITEM 2
EXHIBIT 1



VOTING ITEM 3

DATE: August 28, 2025
TO: Aviation Advisory Board
FROM: Rufus A. James, Airport Director
SUBJECT: TECO Peoples Gas License Agreement – Lots 1 and 2 - Cypress Creek Flex, LLC

Cypress Creek Flex, LLC leases Lots 1 and 2 by virtue of a lease dated October 19,1984. The lease term is 50 years with an option to extend for an additional 35 years. The property consists of 4.98 acres of AIP zoned property and has been improved with the construction of 56,000 square feet single-story office service facilities (Exhibit 1). The annual rental payments for the property are $197,703.60 and are subject to adjustments every 3 years using the Consumer Price Index (CPI) method.

Cypress Creek Flex has reached out to the Airport on behalf of TECO Peoples Gas (TECO) to add a new gas line to Parcels 1 and 2. The addition of the gas line does require a License Agreement between the City of Fort Lauderdale and TECO.

In addition to the installation of the gas line, the Agreement ensures restoration of the site. The City Attorney's Office prepared the license the Agreement which Cypress Creek Flex finds acceptable.

Staff Recommendation
Staff recommends entering into a License Agreement with TECO Peoples Gas for the installation of a gas line on Parcel 1 and 2 in the Airport Industrial Park.

VOTING ITEM 3
EXHIBIT 1

DATE: August 28, 2025
TO: Aviation Advisory Board
FROM: Rufus A. James, Airport Director
VIA: Chelsea Jones Finley, Airport Programs Manager
BY: Patrick Donnelly, Advanced Specialist II
SUBJECT: Executive Airport – Noise Compatibility Program

This update comprises the reports for June and July 2025.

June 2025

Fort Lauderdale Executive Airport (FXE) recorded 1,037 jet departures, with 969 departing from Runway 9. Noise Monitoring Terminal #2 (NMT#2) registered a Gulfstream G-450 aircraft above the 80-decibel (dB) threshold; however, it did not generate a noise submission. A total of 26 noise inquiries were received from eight households.

July 2025

FXE recorded 938 jet departures, with 787 departing from Runway 9. NMT#2 registered four noise events above the 80 dB threshold, none of which generated noise submissions. A total of 41 noise inquiries were received from 11 households.

Staff will continue to address residents' concerns and monitor aircraft operations to support safe and efficient operations at FXE.

FORT LAUDERDALE EXECUTIVE AIRPORT

COOPERATIVE NOISE ABATEMENT EFFORTS

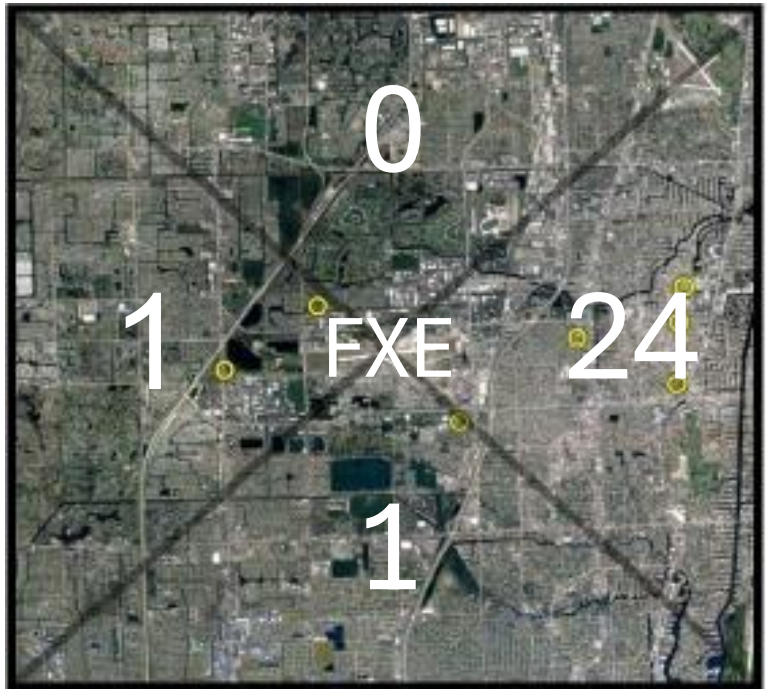
August 28, 2025

Month of June 2025

Jet Departures and Noise	May-25	Jun-25
Total Departures	1121	1037
Runway 27 Jet Departures	119	68
Runway 9 Jet Departures	1000	969
Runway 13/31 Jet Departures	2	0
Runway 9 Jet Departures, I-95 Turns	645	646
Runway 9 Jet Departures %, I-95 Turns	65%	67%
Jet over 80dB at Monitor #1	27	26
Jet over 80dB at Monitor #2	0	1

Noise Reports	May-25	Jun-25
Number of Households - FXE Noise Only	10	8
Number of Reports - Jets	20	14
Number of Reports - Propellers Single-Engine	6	3
Number of Reports - Propellers Multi-Engine	3	9
Number of Reports - Helicopters	1	0
Number of Reports - Other Airports	0	0
Number of Reports - DT1	-	-
Total Number of Noise Reports for FXE	30	26

Noise Reports By Quadrant



FORT LAUDERDALE EXECUTIVE AIRPORT

COOPERATIVE NOISE ABATEMENT EFFORTS

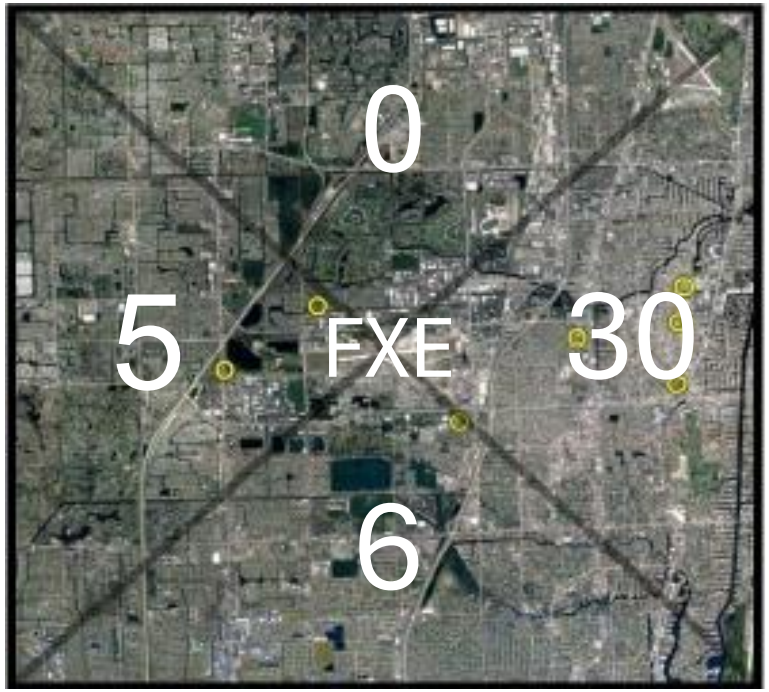
August 28, 2025

Month of July 2025

Jet Departures and Noise	Jun-25	Jul-25
Total Departures	1037	938
Runway 27 Jet Departures	68	147
Runway 9 Jet Departures	969	787
Runway 13/31 Jet Departures	0	4
Runway 9 Jet Departures, I-95 Turns	646	494
Runway 9 Jet Departures %, I-95 Turns	67%	63%
Jet over 80dB at Monitor #1	26	22
Jet over 80dB at Monitor #2	1	4

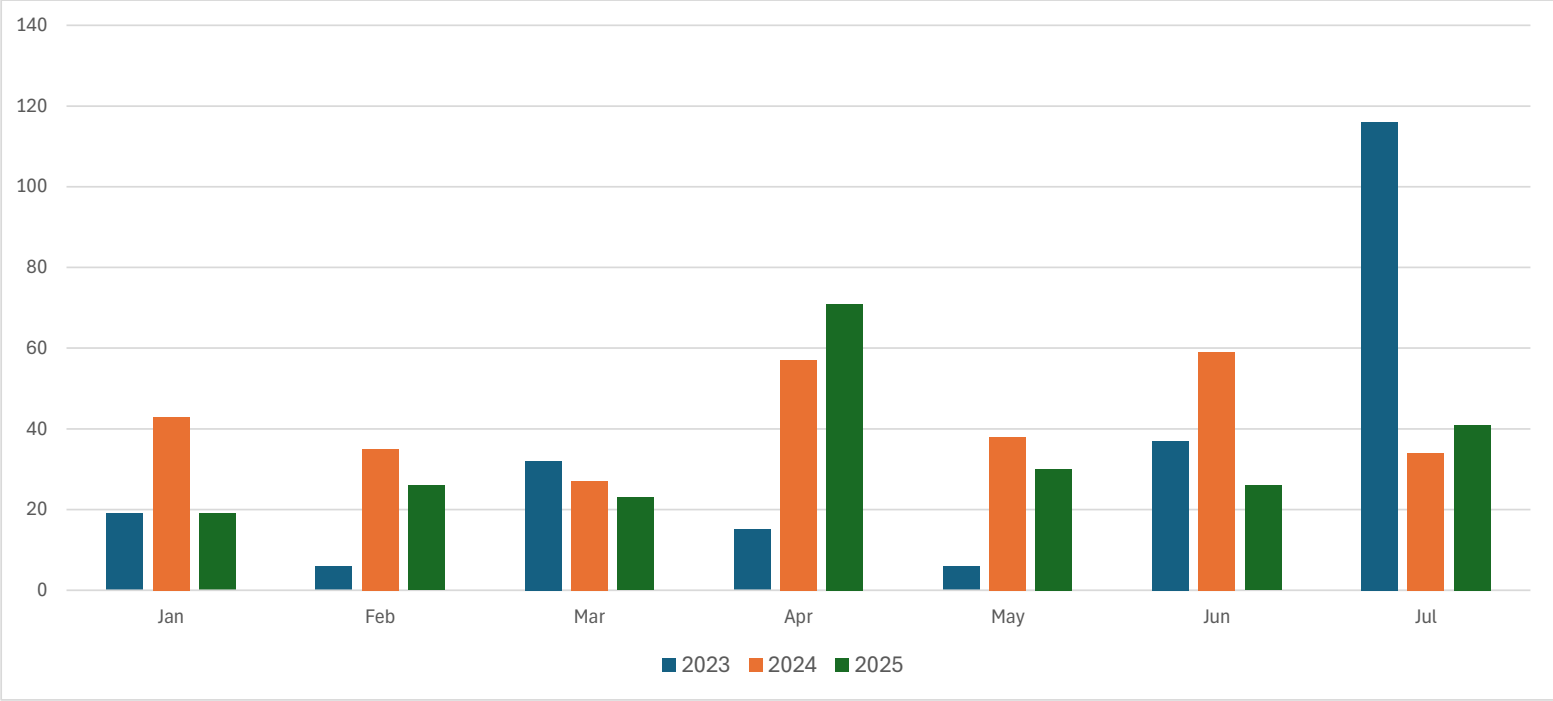
Noise Reports	Jun-25	Jul-25
Number of Households - FXE Noise Only	8	11
Number of Reports - Jets	14	12
Number of Reports - Propellers Single-Engine	3	17
Number of Reports - Propellers Multi-Engine	9	7
Number of Reports - Helicopters	0	5
Number of Reports - Other Airports	0	0
Number of Reports - DT1	-	0
Total Number of Noise Reports for FXE	26	41

Noise Reports By Quadrant



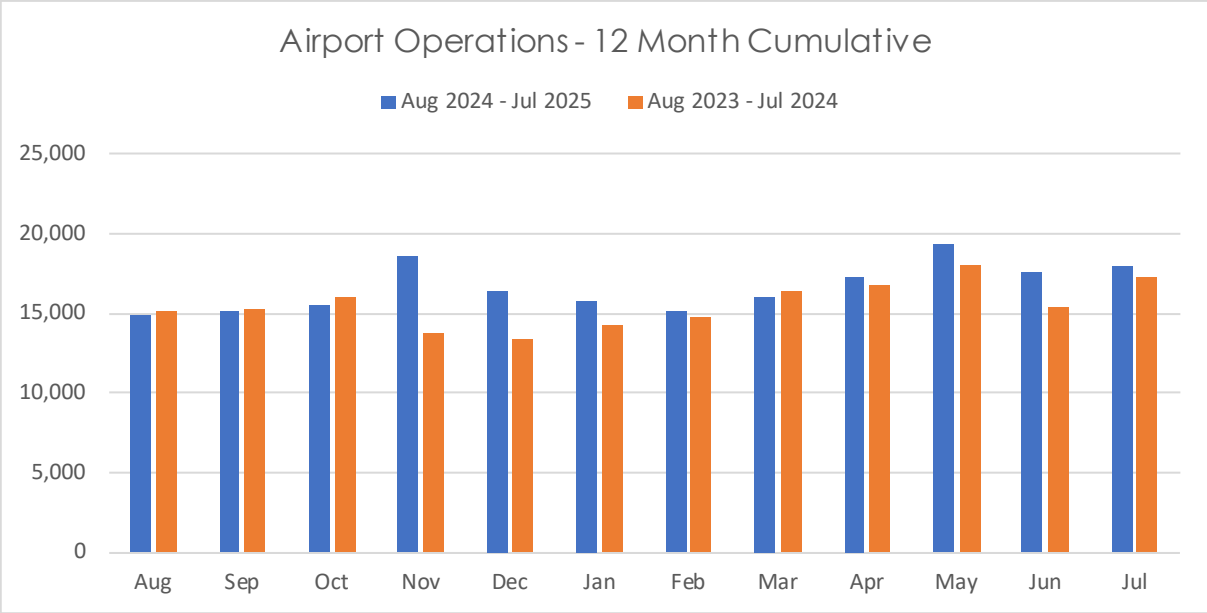
Year-Over-Year (YoY): Airport Noise Submissions

2023	19	6	32	15	6	37	116	45	15	17	43	22	373
2024	43	35	27	57	38	59	34	24	23	10	36	35	421
2025	19	26	23	71	30	26	41						236



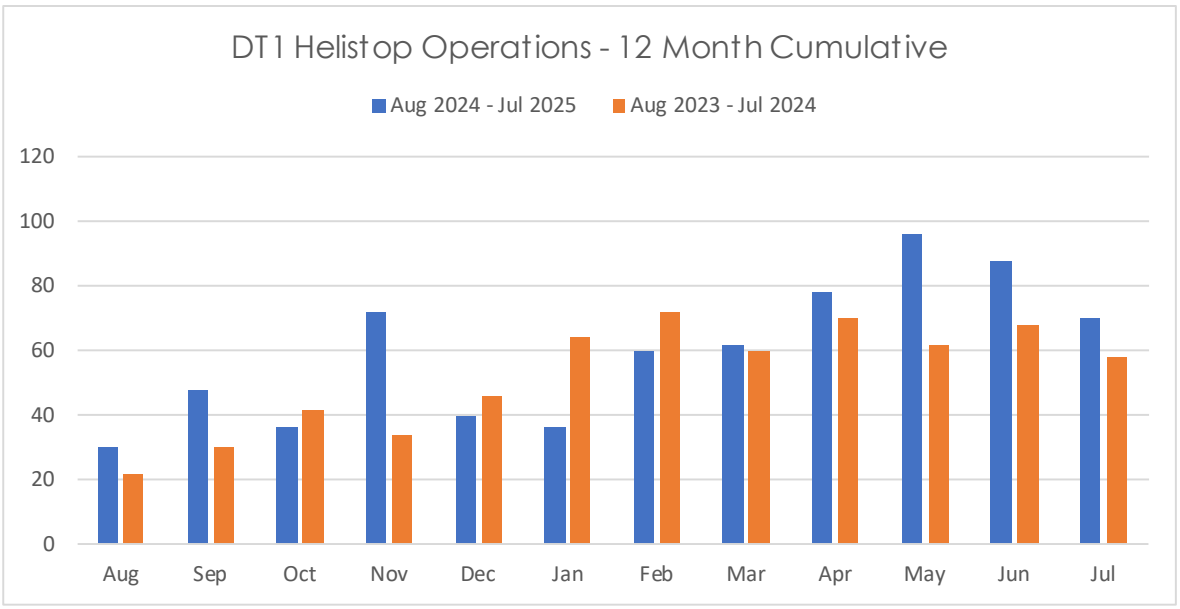
Airport Operations - 12 Month Cumulative

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Totals
Aug 2024 - Jul 2025	14,907	15,094	15,564	18,546	16,372	15,773	15,122	16,046	17,326	19,274	17,589	17,915	199,528
Aug 2023 - Jul 2024	15,145	15,294	16,020	13,692	13,431	14,231	14,721	16,444	16,787	18,089	15,357	17,236	186,447



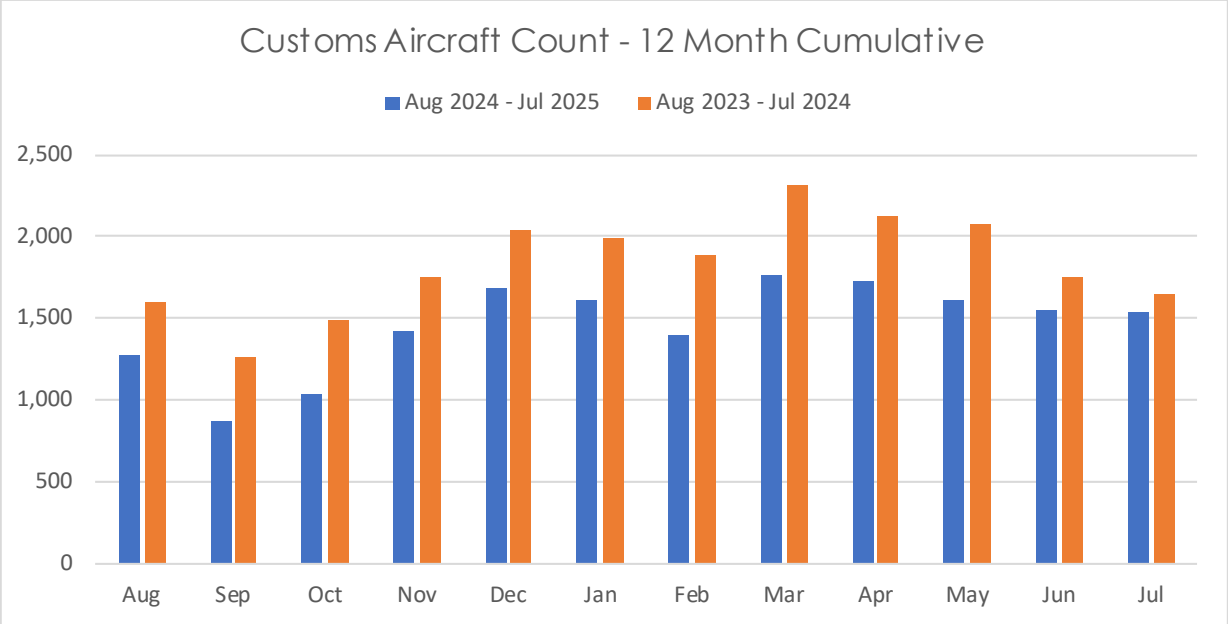
DT1 Helistop Operations - 12 Month Cumulative

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Totals
Aug 2024 - Jul 2025	30	48	36	72	40	36	60	62	78	96	88	70	716
Aug 2023 - Jul 2024	22	30	42	34	46	64	72	60	70	62	68	58	628



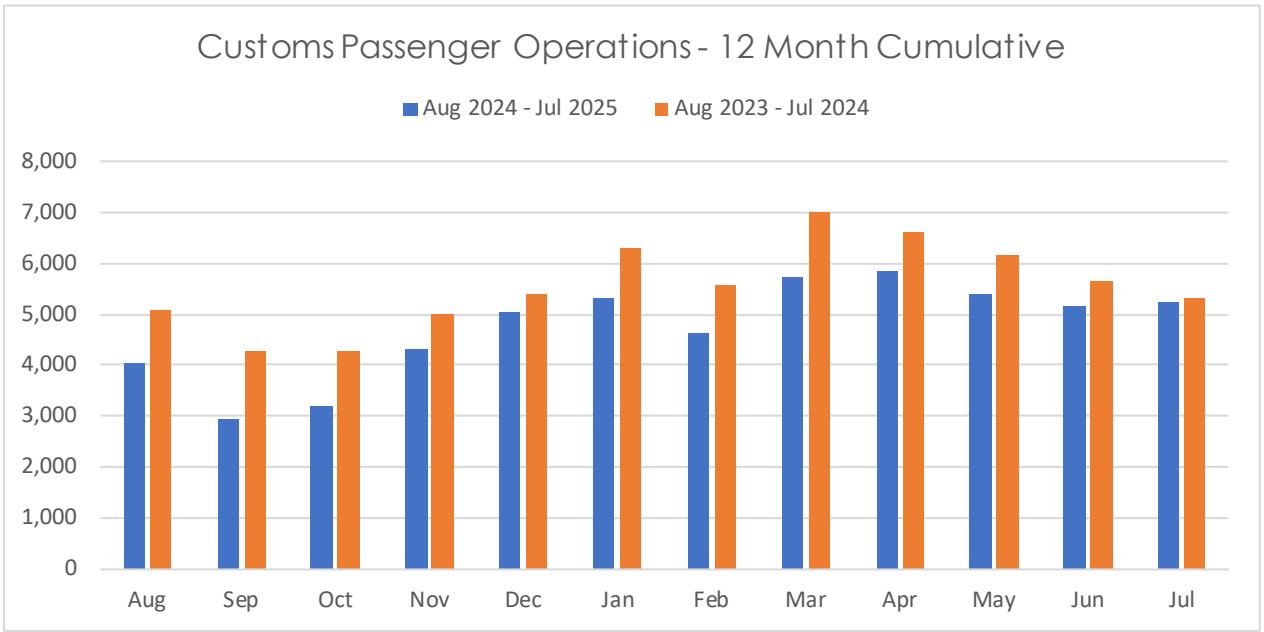
Customs Aircraft Count - 12 Month Cumulative

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Totals
Aug 2024 - Jul 2025	1,267	869	1,033	1,416	1,690	1,605	1,399	1,756	1,728	1,606	1,542	1,535	17,446
Aug 2023 - Jul 2024	1,603	1,257	1,488	1,749	2,041	1,984	1,887	2,306	2,123	2,080	1,747	1,644	21,909



Customs Passenger Operations - 12 Month Cumulative

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Totals
Aug 2024 - Jul 2025	4,025	2,954	3,198	4,331	5,066	5,311	4,624	5,741	5,843	5,397	5,174	5,234	56,898
Aug 2023 - Jul 2024	5,070	4,284	4,299	5,016	5,420	6,300	5,561	7,023	6,600	6,160	5,649	5,335	66,717

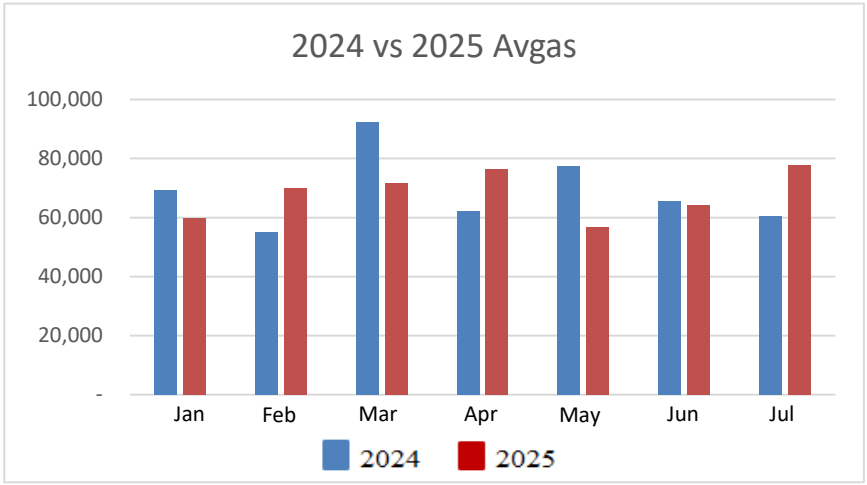


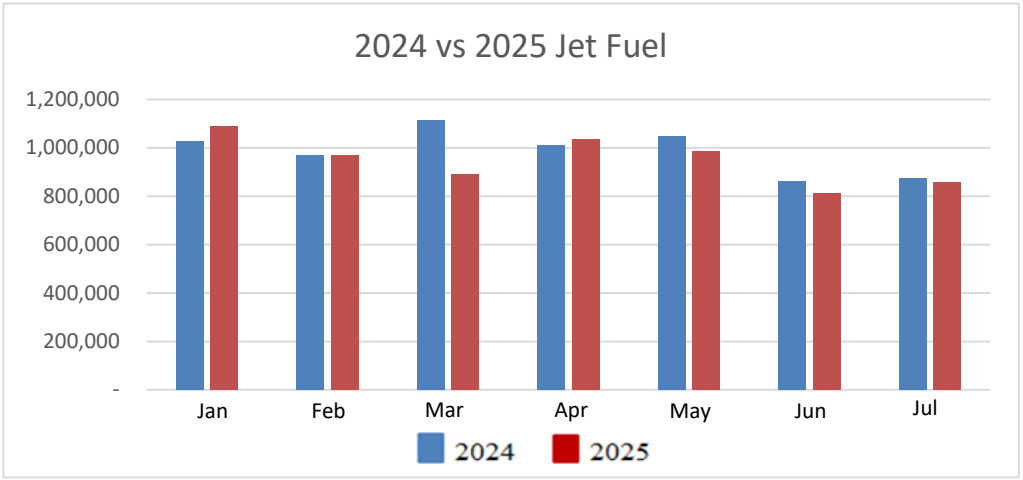
Date	Alert Level	Aircraft Type	Description
6/2/2025	I	Piper Seneca	Brake Failure
6/9/2025	II	Diamond DA-62	Right Engine Out
6/20/2025	II	Amateur Glasair	Smoke In Cabin
6/24/2025	I	Cessna 172 Skyhawk	Flat Left Main Gear
6/27/2025	III	Maule Super Rocket	Gear Up Landing
6/30/2025	III	Piper Seminole	Runway Excursion

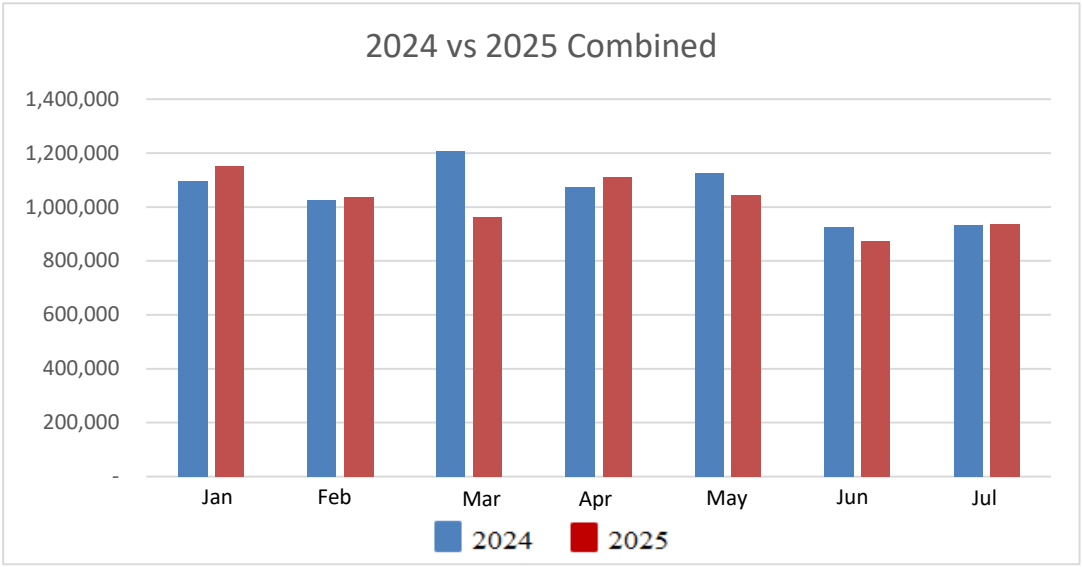
Date	Alert Level	Aircraft Type	Description
7/5/2025	I	Britten-Norman Islander	Flat Nose Gear
7/9/2025	II	Piper Navajo	Unsafe Gear Indicator
7/10/2025	III	Piper Seneca	Gear Up Landing
7/17/2025	II	Beechcraft Duchess	Unsafe Gear Indicator
7/17/2025	II	Piper Cherokee	Rough Running Engine
7/18/2025	II	Piper Navajo	Unsafe Gear Indicator

2024 & 2025 Monthly Fuel Flowage (Gallons)

Year	Fuel	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2024	Avgas	69,394	55,013	92,323	62,139	77,461	65,665	60,583	49,389	47,998	54,662	62,474	56,214	753,315
	Jet	1,026,986	968,551	1,115,643	1,011,625	1,046,671	859,942	873,318	693,464	764,773	778,918	850,696	1,154,564	11,145,151
	Total	**1,096,380**	**1,023,564**	**1,207,966**	**1,073,764**	**1,124,132**	**925,607**	**933,901**	**742,853**	**812,771**	**833,580**	**913,170**	**1,210,778**	**11,898,466**
2025	Avgas	59,994	70,084	71,666	76,322	56,894	64,173	77,745						476,878
	Jet	1,090,127	967,870	892,884	1,036,532	986,791	810,737	857,423						6,642,364
	Total	**1,150,121**	**1,037,954**	**964,550**	**1,112,854**	**1,043,685**	**874,910**	**935,168**	**0**	**0**	**0**	**0**	**0**	**7,119,242**







UPDATE ITEM C

DATE: August 28, 2025
TO: Aviation Advisory Board
FROM: Rufus A. James, Airport Director
SUBJECT: Arrearages

Rent

There are no arrearages to report.

Fuel Flowage

There are no arrearages to report.

UPDATE ITEM E.I.

DATE: August 28, 2025
TO: Aviation Advisory Board
FROM: Rufus A. James, Airport Director
VIA: Carlton Harrison, Assistant Airport Director
BY: Khant Myat, Airport Engineer
SUBJECT: FXE Project Update

PROJECT STATUS UPDATE FOR THE MONTH OF AUGUST 2025

Project Number	Project	Funding Detail		Current Status
12522/12708	**Runway 9 Run-Up Area**	Total Project Cost: $4,570,122.00 Funding: FDOT: $251,830 FAA: $ 4,048,500 Airport: $269,792	**Warranty**	The project was completed in October of 2024 and is currently in the warranty phase.
12539	**Taxiway Golf Pavement Rehab**	Total Project Cost: $1,257,664 Funding: FDOT: $1,076,352 FAA: N/A Airport: $269,088	**Warranty**	The project was completed in May of 2024 and is currently in the warranty phase until September 2025.
12521	**Runway 31 By-pass Taxiway**	Total Project Cost: $1,243,277.19 Funding: FDOT: $885,000 FAA: N/A Airport: $358,277.19	**Warranty**	The project was completed in August of 2024 and is currently in the warranty phase until September 2025.

Project Number	Project	Funding Detail		Current Status
GHELIST21	**Helistop Layout Plan and Construction Survey**	Total Project Cost: $$151,203.43 Funding: FDOT: $101,288 FAA: N/A Airport: $101,288	**Complete**	Layout Plan was completed in December of 2024 and has been approved by FDOT.
12355	**Airport Drainage Improvements Phase I**	Total Project Cost: $594,694 Funding: FDOT: $540,000 FAA: N/A Airport: $135,000	**Complete**	Project work has been completed. The contractor is addressing warranty items. FDOT is reviewing the final reimbursement request. Once it is paid, City will close out the grant.
12764	**RW 9 Pavement Rehab**	Total Project Cost: $10,538,909.51 Funding: FDOT: $528,196 FAA: $ 8,800,000 Airport: $1,210,713.51	**Construction**	Project work has been completed. The contractor has submitted final payment request in August. Currently staff is reviewing the request.
12970	**2025 Helistop Fireproofing and Painting**	Total Project Cost: $167,529 Funding: FDOT: $134,023 FAA: N/A Airport: $33,506	**Construction**	The project is currently on hold due to the issue with the contractor. City's procurement is reviewing the issue.
12356	**FXE AES Expansion**	Total Project Cost: $2,161,206 Funding: FDOT: N/A FAA: N/A Airport: $2,161,206	**Construction**	The notice to proceed with the construction was issued on 6/12/2025. The contractor is currently in 120-day mobilization phase. The construction is anticipated to start in October. The anticipated construction completion is April 2026.

Project Number	Project	Funding Detail		Current Status
12770	**FXE Decorative Street Post Phase 2**	Total Project Cost: $418,859.20 Funding: FDOT: N/A FAA: N/A Airport: $418,859.20	Construction	The notice to proceed with the construction was issued on 1/16/2025. The poles for the decorative street signs are expected to be delivered in late Augus 2025. The anticipated construction completion is January 2026.
12813	**Environmental Assessment for RW 09 Extension**	Total Project Cost: $500,000 Funding: FDOT: $400,000 FAA: N/A Airport: $100,000	Design	The current schedule shows that EA will be completed by April 2026. Currently EA is on FAA Dashboard for various agencies to review. Once the review is complete, public will be able to view the EA. The second public meeting is anticipated for December 2025.
12707	**Runway 13-31 Pavement Sealing**	Total Project Cost: $611,200 Funding: FDOT: $391,200 FAA: N/A Airport: $220,000	Bidding	The project is currently bidding. The bid opening date is August 28, 2025
12706	**Taxiway B and G Realignment**	Total Project Cost: $2,038,000 Funding: FDOT: $1,633,600 FAA: N/A Airport: $404,400	Design	The design is 100% complete. Currently the bid documents are being finalized. Once the documents are ready, they will be sent to City Procurement for the view and process.
12884	**Taxiway Echo Pavement Rehabilitation Project**	Total Project Cost: $2,560,000 Funding: FDOT: $2,048,000 FAA: N/A Airport: $512,000	Design	Along with 12706, the design for Taxiway Echo is 100% complete. Currently the bid documents are being finalized. Once the documents are ready, they will be sent to City Procurement for the view and process.

Project Number	Project	Funding Detail		Current Status
12883	**AES Apron Pavement resurfacing project**	Total Project Cost: $616,250 Funding: FDOT: $493,000 FAA: N/A Airport: $123,250	**Bidding**	The bid package is currently being reviewed by City procurement for process. Anticipated bidding in the last week of August 2025.
23GARFF	**FXE Fire Rescue Vehicle Replacement**	Total Project Cost: $1,200,000 Funding: FDOT: $600,000 FAA: N/A Airport: $600,000	**Complete**	The assembly of the truck is completed in early August and anticipated delivery on August September 2025.
12882	**FXE Runway 9 Parallel Taxiway Ext.**	Total Project Cost: $2,358,100 Funding: FDOT: $1,886,440 FAA: N/A Airport: $471,660	**Design**	Task order was executed on 6/9/2025. Currently the consultant is preparing a conceptual design.
12540	**Runway 27 Bypass Taxiways and Run-up area Improvements**	Total Project Cost: $5,337,622 Funding: 5,337,622 (Anticipated BIL AIG grant – 95% FAA, 2.5% FDOT, at least 2.5% Airport) FDOT: $113,362 FAA: $5,070,742 Airport: $153,518	**Planning**	City executed the grant agreement for the design of the project in August. Currently, FAA is executing the grant agreement and it is anticipated to be complete by end of August or early September 2025.