

**Boca Raton Airport Authority
Meeting Minutes
October 16, 2019
Boca Raton City Hall – Council Chambers**

Chair Melvin Pollack called the meeting to order at 6:00 P.M.

BOARD MEMBERS

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|----------------|-----------------------|
| Melvin Pollack | Chair |
| Randy Nobles | Vice-Chair |
| James R. Nau | Secretary/Treasurer |
| Cheryl Budd | Board Member |
| Mitchell Fogel | Board Member |
| Gene Folden | Board Member |
| Bob Tucker | Board Member - ABSENT |

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Robert Abbott, Operations Coordinator
William Urbanek, Operations Coordinator

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority Website, www.bocairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the September 18, 2019 Regular Meeting was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.

AGENDA CHANGES

Mr. Pollack indicated there would be two agenda changes, moving Items IX-C and VIII-B to the beginning of the meeting.

PUBLIC REQUESTS

Mr. Devin Lawrence, General Manager, Atlantic Aviation introduced Mr. Joseph Therrien as the new General Manager for Atlantic Aviation at the Boca Raton Airport and indicated

that he would be transferring to Palm Beach International Airport. Mr. Lawrence thanked the Board and Airport Management for their continued support and leadership.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

Ms. Bennett introduced Item IX-C, a request to distribute funds for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund.

Mr. Tim Snow, President, George Snow Scholarship Fund, provided an update on the current scholarship recipients.

A MOTION to approve the distribution of funds for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Abbott presented Item VIII-B, a request from the Civil Air Patrol for a donation in the amount of \$18,759 to cover the cost of their hangar rental and utilities from October 1, 2019 until September 30, 2020.

Mr. Pollack stated that supporting the Civil Air Patrol is one of the best things the Airport Authority could do.

Lt. Col. Michael Harding, Civil Air Patrol, thanked the Board for their support.

A MOTION to approve the distribution of funds to the Civil Air Patrol was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for September 2019.

Mr. Pollack inquired whether all of the overtime invoices have been received from Customs. Ms. Bennett advised that the Airport is now current on all overtime billing from Customs.

Mr. Nobles inquired as to when the audit would start. Ms. Camilo stated that the auditors would be on-site in March, but coordination of final dates with the auditor was still pending.

A MOTION to approve the Financial Report for September 2019 was made by Mr. Fogel and seconded by Ms. Budd. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Kohut presented a request from Premier Aviation of Boca Raton, LLC for conditional approval for permanent, exterior signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails.

Mr. Folden inquired as to the status of review by the City's Community Appearance Board.

Mr. Samir Changela, Samkin TK, LLC, advised the Board that upon Airport Authority approval the item would be submitted to the Community Appearance Board for review. Mr. Changela stated that he does not expect any problems with regards to the sign obtaining approval from the City. Additionally, Mr. Changela invited the Board to the grand opening of Sammy J's Kitchen and Cocktails to be held on October 24, 2019.

Mr. Fogel advised the Board that he would abstain from the discussion and vote on Item VIII-A granting conditional approval for signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails, as he, prior to his appointment on the Board, represented Samkin TK, LLC in legal matters. The Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers filed by Mr. Fogel is incorporated into the Minutes of the Meeting for the record.

A MOTION to approve Resolution No. 10-19-19 of the Boca Raton Airport Authority authorizing conditional approval of Premier Aviation of Boca Raton, LLC for permanent, exterior signage to Samkin TK, LLC for Sammy J's Kitchen and Cocktails was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried with Mr. Pollack, Mr. Nobles, Mr. Nau, Mr. Tucker, Mr. Folden and Ms. Budd voting yes. Mr. Fogel abstained from voting.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of September 2019.

Mr. Pollack requested an update on the Board request to waive the Customs user fees for arrivals from the Bahamas. Ms. Bennett advised the Board the kiosk software was updated following the previous Board Meeting and is set to waive Customs user fees for arrivals from the Bahamas.

Mr. Folden advised the Board that the current humanitarian effort in the Bahamas is focused on the Abaco Islands, and portions of the Grand Bahamas. Mr. Folden suggested that the Board modify the recommendation of waiving fees for only the affected areas in the Bahamas.

A MOTION to modify the previously approved Customs user fee waiver to encompass only the affected areas of the Bahamas, by way of a predetermined list

of approved Airports, was made by Mr. Folden. The Motion was not considered for lack of a second.

Ms. Budd inquired as to how the Airport would be able to distinguish between humanitarian flights and non-humanitarian flights.

A discussion ensued.

Ms. Bennett clarified that the current Customs user fee waiver is in place for all arrivals from the Bahamas until November 18th.

Ms. Budd suggested that the Board keep the waiver that is currently approved in place until November 18th, at which time the Board can then discuss future actions.

Mr. Fogel inquired as to what is being done at other airports. Ms. Bennett stated that other airports waived landing fees and provided fuel discounts immediately following the storm, but that she is not aware of what other airports are doing currently.

The Board agreed to continue waiving the fees for all arrivals from the Bahamas as previously approved, and to discuss the item further when the original waiver expires.

Ms. Landers provided an update on the Airport's Corporate Identity and Community Engagement Program.

Ms. Petrick presented the proposed Wireless Facility Design Standards.

Mr. Folden requested clarification as to whether Section II.C addresses the applicant's responsibility to cure possible RF interference between their equipment and Airport facilities both now and in the future.

A discussion ensued.

Mr. Folden requested that Section I of the Wireless Facility Design Standards be amended to include the agreement by the applicant to abide by the Airport Layout Plan.

A MOTION to approve Resolution No. 10-20-19 of the Boca Raton Airport Authority adopting Wireless Facility Design Standards, as amended, was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Bennett presented the 2020 Board Meeting Schedule.

Mr. Fogel cited a scheduling conflict with regards to the December 18, 2019 meeting. Ms. Landers stated she will contact the City Clerk's Office to inquire about an alternative time for the meeting.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, November 2019 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 6:53 p.m.



Melvin Pollack, Chair



Date