

**Boca Raton Airport Authority
Meeting Minutes
April 15, 2020
Electronically via Webinar**

Ms. Landers welcomed everyone to the April 15, 2020 electronic Boca Raton Airport Authority Board Meeting and provided details regarding the meeting.

Chair Melvin Pollack welcomed attendees to the meeting and covered basic rules for how the meeting would be conducted, including public comment.

Mr. Pollack called the meeting to order at 6:05 P.M.

BOARD MEMBERS

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

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 and Finance Analyst
William Urbanek, Operations Coordinator
Robert Pratt, Operations and Administration 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 February 19, 2020 Regular Meeting was made by Ms. Budd and seconded by Mr. Nobles. The Motion was carried unanimously.

A MOTION to approve the minutes of the Strategic Business Plan Workshop, held on March 12, 2020 was made by Mr. Folden and seconded by Mr. Fogel. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for February 2020.

A MOTION to approve the Financial Report for February 2020 was made by Mr. Nau and seconded by Mr. Nobles. The Motion carried unanimously.

Ms. Camilo presented the Financial Report for March 2020.

A MOTION to approve the Financial Report for March 2020 was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Pollack stated that the Atlantic Aviation Special Event item, which was postponed from the March 18, 2020 meeting, was removed by the tenant.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of February 2020.

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of March 2020.

Mr. Pollack noted that the Airport Project Update item, which was postponed from the March 18, 2020 meeting, was removed by Airport Management.

Mr. Kohut presented a Supplemental Joint Participation Agreement for Financial Project No. 437967-1-94-01 with the State of Florida Department of Transportation for Storm Drainage System Upgrades at the Boca Raton Airport.

A MOTION to approve Resolution No. 04-09-20 of the Boca Raton Airport Authority accepting the Supplemental Joint Participation Agreement with the State of Florida Department of Transportation for Storm Drainage System Upgrades at the Boca Raton Airport was made by Mr. Tucker and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Kohut provided details on the Stormwater Drainage System Improvements Invitation to Bid process and the recommendation. Airport Management recommended awarding the Stormwater Drainage System Improvements contract to Anzco, Inc.

Mr. Folden invited Mr. John Zak, President Anzco, Inc. to provide some information on his business.

Mr. Zak provided a brief background on his business and stated that they have locations in Boca Raton and Pompano Beach.

A MOTION to approve Resolution No. 04-10-20 of the Boca Raton Airport Authority awarding a contract to Anzco, Inc. pursuant to the terms specified in the Invitation to Bid 2020-BRAA-01 for Stormwater Drainage System Improvements was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Kohut presented a request from Florida Atlantic University for a Facility Use Agreement in conjunction with the Stormwater Drainage System Improvements project.

A MOTION to approve Resolution No. 04-11-20 of the Boca Raton Airport Authority entering into a Facility Use Agreement with Florida Atlantic University was made by Mr. Tucker and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Kohut reminded the Board that, in February, the Airport Authority entered into an IT services contract with Simplify, LLC. Certain issues with the accounting software and the Authority's server occurred in March, which resulted in the purchase of a physical, standalone accounting server. The original contract was not written to allow for the additional hardware. Airport Management recommended approval to ratify the current IT services contract with Simplify, LLC.

Mr. Nau asked if Airport Management could have anticipated this prior to the contact being awarded in February.

Mr. Kohut explained the need arose due to an issue with the Authority's server that occurred after the contract was awarded.

Ms. Budd asked if the server was provided through the IT contract. Mr. Kohut stated that the Authority's server was owned by the Airport Authority and was purchased in conjunction with the new Administration Building.

A MOTION to approve Resolution No. 04-12-20 of the Boca Raton Airport Authority ratifying an amendment to the IT Services Contract with Simplitty, LLC for services related to an accounting server was made by Mr. Nau and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Bennett provided background information on the proposed COVID-19 Rent Relief. Ms. Bennett advised the Board that the Airport Authority had received requests from certain tenants asking for some form of rent relief. Airport Management along with Legal Counsel investigated possible opportunities to provide temporary rent relief, taking into account federal, state and grant requirements. Ms. Bennett summarized the policy option being proposed.

Ms. Budd stated that she agreed with the option being proposed and would like to have additional discussion on the projected budget and additional financial scenarios that may affect the Airport.

Ms. Bennett advised the Board that revenue as of the end of March was very strong. Airport Management looked at what would happen if all tenants took advantage of the opportunity being proposed for the three-month deferral, resumed regular rent payment in June and began repayment of the deferred amount in September, and determined that the impact to the bottom line would be \$910,000. This would reduce the Airport Authority's net operating income for the current budget year to \$1.4 million.

Mr. Tucker suggested that the next step is to find out what other airports are doing in this situation.

Ms. Bennett advised that as of this date, all but two tenants were current on their rent. This policy recommendation was modeled based on what other airports have proposed to the FAA as a potential approach and the effort was to do something that had already been vetted through the FAA.

Ms. Budd recommended that Airport Management take a longer look and anticipate what may happen if this situation should arise again.

A discussion ensued.

Mr. Nobles inquired as to how much the \$11.5 million listed on the balance sheet was restricted towards projects and grants and how much of it would be available to help with revenue shortfalls.

Ms. Bennett provided an overview of funding grant projects and the timing of those projects.

Ms. Camilo advised the Board that the Airport Authority has currently committed \$1.5 million to match existing grants.

Mr. Jose Cabrera, General Manager, Signature Flight Support stated that he appreciated the Airport Authority looking into this and wanted the Board to know that Signature Flight Support has been doing a lot of planning and believes the Airport Authority is doing good work.

A MOTION to approve Resolution No. 04-13-20 of the Boca Raton Airport Authority providing rent relief related to COVID-19 was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Tucker thanked the Chair and Airport Management for their efforts during this unusual time.

PUBLIC INPUT

Mr. Jose Cabrera, General Manager, Signature Flight Support thanked the Airport Authority again for the teamwork and commitment shown to assist everyone at the Airport. He added that Signature Flight Support would like to request that the Airport Authority temporarily amend the minimum standards to allow onsite, staffed operating hours to be reduced to 6:00 a.m. to 11:00 p.m.

Ms. Bennett reminded the Board that this would be a minimum standards issue and the Board would have the opportunity to approve the request, however, this must be offered to both FBO's.

Mr. Cabrera advised that Signature would provide staffing and an on call number should the need for service arise.

Ms. Petrick advised the Board that on April 4th the FAA issued guidance on these issues. It is required that the FAA address these requests in advance to these accommodations being approved.

Ms. Budd asked how long it would take to get an answer from the FAA should we make this request.

Ms. Bennett noted the FAA has been responsive. Ms. Bennett clarified that the request from Signature is not to close, but the hours of service with onsite staff would change.

Those flights that would arrive during those hours would have the ability to contact Signature to arrange for onsite service.

Mr. Cabrera confirmed that Signature would not close operations, and that if service was needed, the onsite staffing would be extended. If no flights were scheduled, Signature would provide signage and a contact number for on call services.

A MOTION to direct the Boca Raton Airport Executive Director to implement a temporary change to overnight FBO services, subject to FAA review, was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, May 20, 2020 at 6:00 p.m. Due to COVID-19, information on the location of the meeting and how to participate will be announced at a later date via the meeting notice.

Mr. Jose Cabrera, General Manager, Signature Flight Support once again thanked the Board and Airport Management and stated his appreciation for what is being done.

ADJOURNMENT

Meeting adjourned at 7:12 p.m.



Melvin Pollack, Chair

20 MAY 2020
Date