

**Boca Raton Airport Authority
Meeting Minutes
February 19, 2020
Boca Raton City Hall – Council Chambers**

Chair Melvin Pollack called the meeting to order at 6:00 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
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.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the January 16, 2020 Regular Meeting was made by Mr. Tucker and seconded by Ms. Budd. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for January 2020.

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

TENANT REPORTS AND REQUESTS

Mr. Kohut presented a special request from Signature Flight Support Corporation to host Wings, Wheels and Fashion Special Event benefiting charity on April 25, 2020.

Mr. Folden inquired as to the price of tickets. Mr. Victor Concepcion, representing the event organizer, responded that tickets are \$125 for individuals and \$200 for couples.

Mr. Tucker inquired as to the amount of funds raised for the various charities. Mr. Concepcion advised that last year they donated \$8,000 to each charity and hope to do better this year.

A MOTION to approve Resolution No. 02-04-20 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to hold a Wings, Wheels and Fashion Special Event benefiting charity on April 25, 2020 was made by Mr. Nau and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Nobles inquired from Legal Counsel if it would be a conflict of interest for him to vote if the non-profit he works for is a charity receiving funds from this event. Ms. Petrick responded that it would not be a conflict of interest because Habitat for Humanity of South Palm Beach County, Mr. Nobles's employer, is a charitable organization and Mr. Nobles holds no proprietary interest in the charity.

Mr. Kohut presented a request by Premier Aviation of Boca Raton, LLC to install temporary real estate signage.

Mr. Tucker inquired about the restaurant signage on the building and why it is still there. Mr. Kohut advised that Airport Management was working with Mr. Hashemi to have the signage removed.

A MOTION to approve Resolution No. 02-05-20 of the Boca Raton Airport Authority approving Premier Aviation of Boca Raton, LLC's request for approval to install temporary real estate signage was made by Mr. Fogel and seconded by Mr. Nau. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Pollack inquired about the finances for Customs. Ms. Bennett advised that the facility broke even during the first year and the revenue is being used to enhance the facility.

Mr. Folden inquired about the incinerator. Mr. Kohut reported that it is performing adequately. Ms. Bennett added that the facility may have outgrown the current incinerator and it is something Management will be looking at in the future.

Mr. Folden inquired as to whether there is a backup should the incinerator not work. Ms. Bennett responded that a vendor is available to pick up the international waste during peak periods as needed.

Mr. Fogel asked for an update on flights from the Bahamas.

Ms. Bennett reported that the Bahamas is the number one country of origin for flights clearing Customs and reminded the Board of the Hurricane Relief efforts that the Airport provided in the fall.

Mr. Folden asked if it was known how many charter flights versus private flights arrive from the Bahamas.

Ms. Bennett stated that Airport Management will investigate that and report on the findings.

Mr. Nobles inquired if people who are coming to Boca during a TFR are coming back when there is no TFR in effect.

Ms. Hannah Oakland, Signature Flight Support stated that they are seeing those planes return, those customers are finding it more convenient as a central location, and traffic is lighter at Boca than in Palm Beach.

Mr. Kohut introduced the Security Guard Services contract and thanked Mr. Folden for his input in the process. Mr. Folden stated that he believes the Airport is headed in the right direction and is happy with the outcome.

Mr. Kohut provided details on the Request for Proposals process and the recommendation. Airport Management recommended awarding the Security Guard Services contract to Allied Universal Security.

Mr. Fogel asked to meet representatives of the new security company who might be present.

Mr. Nobles inquired as to additional costs associated with the contract. Mr. Kohut advised that additional costs would be minimal and normally due to special events, additional guards, assistance with traffic when needed. The rates for additional services are specified in the agreement and are based on services needed.

Mr. David Macedo, General Manager, Ms. Taylor McDonald, Director of Government Services, and Mr. Victor Spagnuolo, Security Manager Fort Lauderdale Executive Airport, provided a brief overview of their airport experience.

Ms. Budd asked about the biggest issues or challenges they have had to deal with at general aviation airports. Mr. Spagnuolo stated that the security of the airport and control tower and dealing with the general aviation aircraft and business jets are some of the biggest challenges.

Ms. Budd asked for information on the background of their employees. Mr. Spagnuolo responded that, as an example, at Fort Lauderdale Executive Airport the company currently has eight employees and six of them are retired law enforcement officers, one is a former corrections officer and one is ex-military.

Mr. Nau inquired about the different options for the bill rates and the vehicles. Mr. Kohut responded that the recommendation is with option one, which includes all services provided as a lump sum.

Mr. Fogel asked about special events and whether the Airport is reimbursed when additional security is required. Ms. Bennett replied that additional security is usually requested to meet an airport need and as requested by Airport Management, rather than the tenant hosting the event.

Mr. Nau asked if the Airport tenants were involved in the selection of the security company. Mr. Kohut responded that they were not, however, during quarterly tenant meetings security is discussed and input is provided by the tenants on the overall security program.

Mr. Pollack inquired as to whether Customs would be briefed on the change of services. Ms. Bennett stated that they will be notified and that the new company will be required to obtain security badges from Customs and Border Protection.

Ms. Budd asked whether Airport Management reached agreement on the contract or if the approval of the contract award would be conditional with possible contract

amendments. Ms. Bennett advised the Board there would no amendments to the contract as presented.

A MOTION to approve Resolution No. 02-06-20 of the Boca Raton Airport Authority awarding a three-year contract to Allied Universal Security, per terms specified in Request for Proposals 2019-BRAA-02 Security Guard Services, was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Kohut provided details for the Information Technology Services Request for Proposals. Mr. Kohut recommended awarding the contract to Simplify, LLC.

Mr. Nau asked why there is a one-time set up cost since Simplify, LLC currently provides service for the Airport. Mr. Kohut responded that Simplify, LLC has proposed some additional services and equipment, which Airport Management agrees with and is recommending. These would include some dark web monitoring, additional spam filtering and training.

Mr. Pollack asked whether the Airport has a procedure in place for ransomware.

Mr. Erik Solms, President, Simplify, LLC thanked the Board for the opportunity and advised that ransomware software runs scans on all data and backups run hourly along with regular cloud backups.

Mr. Pollack asked if the Airport maintained an air gapped computer. Mr. Kohut responded that the Airport does not at this time but can investigate it.

Mr. Nau inquired about employee training. Mr. Solms provided an overview of what they currently do and what they plan on doing in the future.

A MOTION to approve Resolution No. 02-07-20 of the Boca Raton Airport Authority awarding a three-year contract to Simplify, LLC, per terms specified in the Request for Proposals 2019-BRAA-03 Information Technology Services, was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Bennett introduced the Strategic Business Plan Update and stated that Ms. Budd, who has been assisting Airport Management and the consulting team in the update process, would provide some introductory comments.

Ms. Budd provided some background and a timeline for the Strategic Business Plan Update and what is involved in the process.

Ms. Budd introduced Mr. Remy Lucette, Director and Ms. Franchesca Alejo, Consultant with Ricondo and Associates.

Mr. Lucette provided a status report on the Update and listed the next steps in the process.

Mr. Lucette presented the current vision statement and the proposed, revised vision statement.

Ms. Budd provided some insight as to how the vision statement was evaluated and why the changes were made.

Mr. Lucette presented the current and proposed mission statement.

A discussion ensued regarding the removal of the words “business” and “local” from the last line of the mission statement. It was agreed that the statement would be further refined throughout the update process.

Mr. Nobles asked whether the Members were supposed to discuss and make suggestions at the Board Meeting or if discussion would take place during the upcoming Board Workshop.

Ms. Bennett stated that Board Member input was welcome at this stage of the update process and that additional discussion can take place at the Board workshop.

Mr. Lucette presented the BRAA core values and the recommended changes.

Mr. Lucette discussed the SWOT analysis that was done with the committee in January, which will also be discussed at the workshop.

Ms. Alejo presented the initial results in the SWOT analysis and next steps, including meetings with the tenants and external stakeholders and input from the Board at the workshop.

Mr. Lucette discussed the criteria being used for the selection of benchmark airports and indicated that three airports would be selected for benchmarking. Ms. Budd suggested adding a fourth from outside the country and Mr. Pollack recommended London Luton as the fourth airport.

Mr. Nau suggested asking the benchmark airports about noise abatement and environmental issues.

Mr. Lucette added that the process includes a property analysis and that an informational packet will be distributed prior to the workshop.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Tucker stated that he is looking forward to attending the Diamond Award Luncheon.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

No additional business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, March 18, 2020 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 7:24 p.m.



Melvin Pollack, Chair



Date