

**Boca Raton Airport Authority
Meeting Minutes
May 20, 2020
Electronically via Webinar**

Ms. Landers welcomed everyone to the May 20, 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 6:06 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.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the April 15, 2020 Regular Meeting was made by Ms. Budd and seconded by Mr. Nobles. 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

Ms. Julia Lomonico spoke regarding concerns of increased air traffic over the Timbercreek community.

Mr. Keith Koenig, CEO City Furniture, provided a summary of the impacts of COVID-19 to City Furniture operations and stated that the Airport store was closed from March 20th through May 11th. Mr. Koenig stated that City Furniture has not accepted any economic relief from the federal government. Mr. Koenig requested that the Board consider giving City Furniture an abatement of rent for the month April and half of May due to the decline in revenues as a result of COVID-19 related closures.

Mr. Nobles asked legal counsel if the Authority has the latitude to grant rent abatement as requested by Mr. Koenig. Ms. Petrick advised that the Board could consider an abatement or deferral of rent as long as grant assurances are met. She stated that federal grant assurances require the Airport Authority to remain self-sustaining and economically non-discriminatory.

Ms. Budd thanked Mr. Koenig for being a valued tenant and coming to speak before the Board. She stated that while the Board could consider the request, the economic non-discrimination requirement should be taken into account. Ms. Budd also noted that, if a rent abatement is done for one tenant, it would need to be done for all tenants.

Mr. Folden reminded the Board that during the April meeting the Board approved a three month rent deferral option available for all tenants.

A discussion ensued.

Mr. Nobles requested that Airport Management perform a financial analysis of Mr. Koenig's request for the Board to consider.

FINANCIAL REPORT

Mr. Nau introduced the Financial Report and advised that he reviewed the April Financial Report and found it to be satisfactory. He requested that Ms. Camilo provide details regarding the partial insurance settlement received related to the damage to the Engineered Materials Arresting System (EMAS) the Airport experienced last year.

Ms. Camilo presented the Financial Report for April 2020 and provided additional information regarding the partial insurance claim settlement that was received for the EMAS repair.

Ms. Camilo advised that in response to the request received at the previous Board meeting, Airport Management met with Mr. Nau and Mr. Nobles to discuss various long-term economic scenarios that the Airport might experience as a result of the COVID-19 pandemic. Ms. Camilo presented a summary of the Authority's long-term financial position in three different scenarios.

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

Mr. Nau introduced the fiscal year 2019 financial statements and audit report. He stated that he attended the closing session of the audit with the external auditors and Airport Management to review the details of the Report. Mr. Nau was happy to note that the Report contained an unmodified opinion and that the auditor stated that he received cooperation from both Airport Management and Board Members.

Mr. David Caplivski, Audit Manager Grau and Associates, presented the Financial Report for the fiscal year ending September 30, 2019.

A MOTION to approve Resolution No. 05-14-20 of the Boca Raton Airport Authority adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of the Federal Awards and State Financial Assistance Projects and the Independent Auditor's Report for the fiscal year ending September 30, 2019 was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Camilo presented the 2020 Investment Report.

TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Kohut presented an overview of historical operational trends in comparison to operations during the COVID-19 pandemic.

Ms. Budd stated that it would be valuable to have the methodology and assumptions used and the resulting financial scenarios discussed during the financial report included in the Strategic Business Planning process.

Ms. Budd requested that Airport Management provide an analysis of the financial impact of giving tenants a rent abatement as requested by Mr. Koenig. Ms. Budd recommended obtaining a legal opinion regarding the request and suggested looking at both tenants that were closed and those that were open but had an economic impact due to COVID-19.

Ms. Bennett presented the CARES Act grant offer.

A MOTION granting Airport Management approval to accept the CARES Act grant and to execute the FAA grant agreement in accordance with FAA requirements was made by Mr. Nau and seconded by Mr. Folden. Mr. Tucker, Mr. Nau, Mr. Fogel, Mr. Folden, Ms. Budd, and Mr. Pollack voted yes. Mr. Nobles did not vote due to technical issues.

Ms. Bennett presented a Public Transportation Grant Agreement for Financial Project No. 445961-1-94-01 with the State of Florida Department of Transportation for BCT Landside Beautification and Pedestrian Access Improvements at the Boca Raton Airport.

A MOTION to approve Resolution No. 05-15-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for BCT Landside Beautification and Pedestrian Access Improvements at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.

Ms. Bennett presented a Public Transportation Grant Agreement for Financial Project No. 423957-3-94-01 with the State of Florida Department of Transportation for Transportation/Access Road Development – Phase 2 at the Boca Raton Airport.

A MOTION to approve Resolution No. 05-16-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Transportation/Access Road Development – Phase 2 at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Bennett presented a Public Transportation Grant Agreement for Financial Project No. 437978-2-94-01 with the State of Florida Department of Transportation for Expand Airport Road and Utility Corridor – Phase 2 at the Boca Raton Airport.

A MOTION to approve Resolution No. 05-17-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Expand Airport Road and Utility Corridor – Phase 2 at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Bennett advised the Board that the Airport received a notification from Customs and Border Protection (CBP) regarding a planned annual fee increase related to staffing at the Customs facility. This increase is due to a shortfall in the CBP budget and is the first change in fees since the facility opened two years ago. The increase would be approximately \$50,000 and would begin in July. Ms. Bennett stated that the amount is unbudgeted, and that Customs and Border Protection offered the option to close the facility for the last quarter of the fiscal year in lieu of the increased fee. However, Airport Management does not recommend closing the facility, as closing would result in additional economic hardship to tenants. Airport Management recommended keeping the facility open and absorbing the additional fees for the time being.

Mr. Pollack agreed with the recommendation from Airport Management and reminded the Board that the Customs and Border Protection facility is an important asset to the Airport.

Mr. Tucker agreed and stated that the facility should remain open.

Ms. Budd reminded the Board that the Airport was given very short notice regarding these changes and needed to provide a response as quickly as possible.

Ms. Bennett advised the Board that the notice was received last Wednesday, and that CBP wanted a response by Friday of the prior week. Ms. Bennett spoke with Ms. Connors, CBP Port Director, regarding the timing of the Board meeting and the response to the request.

A MOTION to accept the new Custom and Border Protection fees was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Pollack thanked Airport Management for their work in facilitating the virtual meeting.

With regard to the request for rent abatement, Mr. Nau asked if the Airport could differentiate between the tenants who were open and those that were closed due to COVID-19, and whether that would meet the standard for fairness.

Ms. Budd commented that even those tenants who remained open experienced economic hardships. Ms. Budd requested that this information be include in Management's analysis.

Mr. Folden inquired about the insurance claim for the Engineered Materials Arresting System (EMAS), and request to know what the total damage entailed. Ms. Bennett stated that the total estimate for damages was \$850,000, and that this equates to 20% of the entire system or 136 blocks that need to be replaced.

Mr. Folden suggested looking into insurance for the EMAS in the future. Ms. Bennett advised the Board that Airport Management is investigating insurance options.

Mr. Tucker thanked everyone for a great meeting and noted his appreciation for having the opportunity to serve on the Board.

PUBLIC INPUT

Mr. Jose Cabrera, General Manager of Signature Flight Support, advised the Board that while Signature Flight Support has remained open through COVID-19, they have experienced a 75% decrease in revenues. Mr. Cabrera stated that Signature Flight Support has not accepted any economic relief from the federal government, and that he would appreciate for any considerations regarding rent abatement be extended to Signature Flight Support.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS


The next regularly scheduled meeting is Wednesday, June 17, 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 a meeting notice.

ADJOURNMENT

Meeting adjourned at 7:45 p.m.



Melvin Pollack, Chair



Date