

**Boca Raton Airport Authority
Meeting Minutes
June 17, 2020
Electronically via Webinar**

Ms. Landers welcomed everyone to the June 17, 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 6:07 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
Jada Stewart, Accounting 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 May 20, 2020 Regular Meeting was made by Ms. Budd and seconded by Mr. Fogel. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

ELECTION OF OFFICERS

Ms. Bennett gave an overview of the Bylaws in relation to the Election of Officers.

Ms. Budd asked Legal Counsel if the Board could reelect the entire slate of officers in a single motion or if each position had to be voted on separately. Ms. Petrick advised the Board that a motion could be used for multiple items, but if a Member rejects any portion of the motion, then each item would be voted on separately.

A MOTION to reelect all current officers of the Boca Raton Airport Authority Board for a second one-year term was made by Ms. Budd and seconded by Mr. Tucker. The Motion to reelect the current officers for a second term carried unanimously.

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

Mr. Nau introduced the Financial Report and advised the Board that he reviewed the May Financial Report and found it to be satisfactory. He requested that Mr. Abbott provide details regarding the partial insurance settlement received related to the damage to the Engineered Materials Arresting System (EMAS) the Airport experienced last year, and the Accounts Receivable balance for past due rents.

Mr. Abbott presented the Financial Report for May 2020 and provided additional details on the partial insurance settlement. Mr. Abbott advised the Board that the tenant who was undergoing bankruptcy proceedings was caught up on rent as of June and that the rent status would be reflected in next month's Financial Report.

Mr. Pollack asked if all tenants were current with their rents. Mr. Abbott advised that as of the meeting one tenant is behind one and a half months rent, but that all other tenants are current.

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

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 May 2020.

Mr. Tucker asked if Lynn University College of Aeronautics had resumed operations. Mr. Abbott advised the Board that Lynn has resumed flight school activities, but that most of the community concerns were made prior to the school resuming activity.

Mr. Tucker asked when Lynn University would be resuming classes. Ms. Bennett advised the Board that according to the Lynn University website classes would be resuming on August 24, 2020. The flight school resumed operations in June, but activity is slower during the summer months.

Mr. Abbott presented the second year Customs and Border Protection report.

Mr. Kohut presented the results of the Invitation to Bid No. 2020-BRAA-02 for Taxiways P6, C, P9 and P10 Widening and PAPI Replacement and recommended a contract award to FG Construction, LLC.

A MOTION to approve Resolution No. 06-18-20 of the Boca Raton Airport Authority awarding a contract for Taxiways P6, C, P9 and P10 Widening and PAPI Replacement to FG Construction, LLC was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

Mr. Kohut presented the Engineered Materials Arresting System (EMAS) Repair contract.

A MOTION to approve Resolution No. 06-19-20 of the Boca Raton Airport Authority awarding a contract to Boland, LLC as Contractor and Runway Safe, Inc. as Supplier for the Engineered Materials Arresting System repair was made by Mr. Folden and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Kohut presented an update on the South-Central Florida Metroplex.

Ms. Budd complimented Legal Counsel on the response letter that was drafted and asked what type of response the Airport should expect from the Federal Aviation Administration (FAA).

Mr. Kohut advised the Board that it would be difficult to say what type of response the Airport would receive. He stated that the response would be dependent on how much public input the FAA receives, adding that the agency's primary focus has been on the larger commercial airports.

A discussion ensued.

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 information 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 advised the Board that changes have been made due to the current situation related to COVID-19.

Ms. Alejo provided details on the benchmark airports that were chosen and the information that was received.

Mr. Nau stated that he appreciated the input from the benchmark airports and asked for more detail on increasing capacity and increased movements at the Airport and what airports are doing to ensure economic benefits and help local communities. Mr. Nau also asked if it would be possible to get additional information on the long-term financial planning model linked to real estate.

Mr. Tucker inquired if any of the benchmark airports bordered a major interstate.

Mr. Lucette advised the Board that the consulting team would follow up with additional information in response to these questions and report their findings.

Ms. Alejo reviewed the results from the Board workshop held in March.

Mr. Lucette presented the proposed strategic initiatives for the Boca Raton Airport.

Ms. Budd recommended that the strategic initiatives should include operational resiliency, in addition to financial resiliency. Ms. Budd suggested that the language needs to reflect the emphasis on both financial and operational resiliency, and that the Airport needs to state that they will take a leadership role in dealing with challenges and global issues in the future.

Ms. Bennett presented the analysis prepared by Legal Counsel and Airport Management on the COVID-19 rent abatement request made at the May Board meeting. Ms. Bennett advised the Board that, based on the legal analysis prepared by Ms. Petrick and the analysis conducted by Airport Management, it is the opinion of Airport Management that a rent waiver is not in the Airport Authority's economic or strategic interest and, therefore, not consistent with FAA guidance.

Ms. Petrick reminded the Board that the Authority is unique because it is a special district and has the authority to do only what is outlined in the Special Act. The Authority is not a taxing authority, and the Board must consider grant assurances and remain self-sustaining.

Mr. Nobles noted that the analysis was straightforward and inquired if the Board needed to take any additional action.

Ms. Petrick advised the Board that if they did not want to take any additional action regarding rent, then nothing needed to be done.

Ms. Budd asked Airport Management whether the tenants had been advised of the outcome of the analysis. Ms. Bennett advised the Board that the tenants had received the same information that was presented to the Board.

Mr. Folden inquired if there was any indication of any tenant interested in taking advantage of the rent deferral option that was offered. Ms. Bennett advised the Board that Airport Management had not received any requests for the rent deferral.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nobles stated that he felt the meeting went well.

Mr. Nau appreciated the report on the Strategic Business Plan Update and believed it was on point.

Ms. Budd provided additional comments on the Strategic Business Plan.

Mr. Tucker congratulated those Members who had been reappointed by the City of Boca Raton and thanked Airport Management for their involvement with Boca Helping Hands.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, July 15, 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 8:13 p.m.



Melvin Pollack, Chair

15 July 2020
Date