

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

Ms. Landers welcomed everyone to the July 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
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.bocairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the June 17, 2020 Regular Meeting was made by Mr. Tucker and seconded by Ms. Budd. The Motion 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. Landers read into the record a public comment received via email from Mr. Leonard Knight regarding the increase in tie-down fees charged by Atlantic Aviation at the Boca Raton Airport.

Ms. Landers read into the record a public comment received via email from Mr. Steve Hedges, Manager Southern Region Aircraft Owners and Pilots Association (AOPA) regarding the increase in tie-down fees charged by Atlantic Aviation at the Boca Raton Airport.

FINANCIAL REPORT

Mr. Nau introduced the Financial Report and advised that he reviewed the June Financial Report and found it satisfactory. He requested that Mr. Abbott provide details regarding the status of past due rents.

Mr. Abbott presented the Financial Report for June 2020 and advised the Board that as of July all tenants were current on rent and that this would be reflected in the July Financial Report.

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

TENANT REPORTS AND REQUESTS

Ms. Bennett presented the Eighth Amendment to the Lease Agreement with Premier Aviation of Boca Raton, LLC, extending the timetables for Phase III development by an additional year.

Mr. Hamid Hashemi, CEO of Premier Aviation of Boca Raton, LLC provided a brief history of the Lease and details of the current efforts to develop Phase III.

A MOTION to approve Resolution No. 07-20-20 of the Boca Raton Airport Authority approving an Eighth Amendment to the Premier Aviation of Boca Raton, LLC Lease was made by Ms. Budd and seconded by Mr. Fogel. This Motion was withdrawn.

Mr. Nobles stated that there should be a sense of urgency with regard to Phase III and recommended that the extension of the Phase III timeline should be limited to six months, not twelve months, as requested.

Mr. Hashemi advised the Board that given the current situation with the pandemic and the economy, he did not think six months would be a realistic timeline.

Mr. Folden recommended that the Board approve the twelve-month extension but asked that the Amendment stipulate that Premier Aviation of Boca Raton, LLC must meet specific milestones during the twelve month period to show the progress that is taking place. Mr. Folden asked Legal Counsel for recommendations on what those milestones might be and when they might occur.

Mr. Nau recommended requiring a quarterly report on the status of Phase III development be provided to Airport Management and the Board.

Ms. Petrick provided some possible benchmarks, including having preliminary plans and a tenant identified or under contract by specific dates prior to the twelve months.

Ms. Budd asked Mr. Hashemi what, in addition to a quarterly report of activity, he felt would be reasonable milestones that would demonstrate progress towards the expectation of meeting the requirements of the lease one year from now.

Mr. Hashemi stated that he agrees with the quarterly reporting of the activity for the development of Phase III but would need some time to identify additional milestones.

Mr. Folden stated that a commitment of financing, the commitment of a tenant and construction drawings are the three items he would like to see included as milestones in the Lease Amendment.

A discussion ensued.

Mr. Fogel stated that the Board should not set unrealistic expectations and suggested that Airport Management and Legal Counsel should have an opportunity to identify reasonable milestones and meet with Mr. Hashemi.

Mr. Pollack recommended that the Eighth Amendment be modified to grant a 30-day extension to the Lease provisions, during which time Mr. Hashemi, Ms. Bennett, Ms. Petrick and a Board member would meet to discuss setting reasonable milestones.

A MOTION to approve Resolution No. 07-20-20 of the Boca Raton Airport Authority, as amended, authorizing the Executive Director to execute an Eighth Amendment to the Premier Aviation of Boca Raton, LLC Lease granting a 30-day extension to the deadlines provided for by the Lease Agreement during which time the Lessee and Airport Management would meet to negotiate conditions for the requested, additional one-year extension of the deadlines was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Budd requested that Airport Management and Legal Counsel also prepare a summary for the Board regarding the recourses available should the extension not be granted or the conditions of the lease not be met.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Kohut presented the FY2021 Boca Raton Airport Authority Fee Schedule.

A MOTION to approve Resolution No. 07-21-20 of the Boca Raton Airport Authority adopting the annual Airport Fee Schedule in accordance with the Accounting Policy and Procedures Manual was made by Ms. Budd 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 process, would provide some introductory comments.

Ms. Budd provided background information on the Strategic Business Plan Update and advised the Board that the process had been completed. Ms. Budd noted that all recommended changes discussed at the June meeting were incorporated into the final draft document included in the Board package. Ms. Budd thanked Mr. Lucette and Ms. Alejo of Ricondo & Associates for their hard work in completing the Plan.

A MOTION to accept the 2020 Strategic Business Plan was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Camilo presented information on the Auditor Selection Committee's role and the requirements for Auditor selection.

A MOTION to establish an Auditor Selection Committee, designating Mr. Nau as Committee Chair, Mr. Lalla and Ms. Roundtree as members and Ms. Camilo as Airport Management liaison was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Pollack inquired as to whether the people recommended for the Committee agreed to participate. Ms. Camilo advised the Board that all participants agreed to serve on the Committee.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Bennett presented the recommendations made by Mr. Pollack for Board Member Assignments for the period of July 2020 through June 2021.

Ms. Budd inquired whether any representatives from Atlantic Aviation were in attendance who wanted to respond to the public comments received regarding tie-down spaces at the Airport.

Ms. Bennett advised the Board that Airport Management has had discussions regarding this issue with Atlantic Aviation, AOPA and various pilots. Airport Management agrees with the pilots that the timing of the increases was poor due to the current economic conditions. In their discussions with Airport Management, Atlantic Aviation advised that they had not raised their rates in over 15 years, but given the concerns expressed by the pilot community, Atlantic Aviation has opted to defer the start date for a rate increase from July to October. Atlantic Aviation has stated they will re-evaluate the rate increase in October and may make additional changes, if necessary, based on the current situations.

Mr. Nobles asked if this matter had been discussed in a previous meeting. Ms. Bennett confirmed that the Board was made aware of this issue through emails from a pilot and discussions with Airport Management.

PUBLIC INPUT

Mr. Jose Cabrera, General Manager Signature Flight Support, spoke regarding the concerns with tie-down pricing at the Boca Raton Airport and how Signature Flight Support has handled this issue in the past. Mr. Cabrera also noted that the letter addressed to the Board incorrectly states Signature tie-down rates.

OTHER BUSINESS

Mr. Nau thanked Ricondo and Associates for their work on the Strategic Business Plan.


Mr. Pollack thanked those who attended for their patience during the meeting.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, August 19, 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 7:32 p.m.



Melvin Pollack, Chair

19 AUG 20
Date