

**Boca Raton Airport Authority
Meeting Minutes
August 19, 2020
Electronically via Webinar**

Ms. Landers welcomed everyone to the August 19, 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 6:04 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 July 15, 2020 Regular Meeting was made by Mr. Tucker and seconded by Mr. Nobles. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

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. Bennett reminded the Board that these concerns were discussed at the July Board meeting. Ms. Bennett confirmed that Atlantic Aviation deferred the start day of the rate increase from July to October and reduced the initial increase amount. Atlantic Aviation has stated that they will re-evaluate the rate increase in October and make additional changes, if necessary, based on the current situation. Airport Management spoke with Atlantic Aviation regarding the number of tie-down spaces available to rent. Atlantic Aviation stated that they currently have 17 tie-down spots, of which nine are currently rented, leaving eight available. Atlantic Aviation also confirmed that they have additional piston aircraft parking available.

Ms. Bennett advised the Board that the Airport Authority has explored land opportunities with Florida Atlantic Research and Development Authority, and at this time there is no additional land available to rent.

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

Mr. Nau introduced the Financial Report and advised that he reviewed the July Financial Report and found it satisfactory.

Ms. Camilo presented the Financial Report for July 2020.

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

TENANT REPORTS AND REQUESTS

Ms. Bennett presented the Ninth Amendment to the Lease Agreement with Premier Aviation of Boca Raton, LLC, extending the timetables for Phase III development by an additional year and establishing quarterly milestone requirements.

A MOTION to approve Resolution No. 08-22-20 of the Boca Raton Airport Authority approving a Ninth Amendment to the Premier Aviation of Boca Raton, LLC Lease, was made by Mr. Nobles and seconded by Mr. Folden. This Motion carried unanimously.

Mr. Hamid Hashemi, CEO of Premier Aviation of Boca Raton, LLC, thanked the Board for the extension.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Tucker asked what plans the Airport has in place for hurricane season.

Ms. Bennett advised that the Airport Authority has a Hurricane Plan that is reviewed and updated annually. Before hurricane season begins, Airport Management reviews the Plan, prepares its facilities, inspects leaseholds, and provides preparation suggestions to tenants. During a weather event Airport Management activates the Plan, which includes securing buildings, activating emergency equipment contracts and determining staffing during and after the event.

Mr. Folden inquired about the progress of the Stormwater project. Ms. Bennett advised that the project is underway, it began in early August and involves cleaning out a canal, installing headwalls and pipes, and removing some trees. The project is approximately 50% complete and is moving along smoothly.

Mr. Bryan presented the request for an extension to the landscaping contract with Leturmy Landscaping and Power Spraying, Inc.

A MOTION to approve Resolution No. 08-23-20 of the Boca Raton Airport Authority to approve the renewal of the agreement with Leturmy Landscaping and Power Spraying, Inc. for Landscaping Maintenance Services at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Nau advised the Board that he met with Airport Management and reviewed the Budget in detail. He reiterated that the Budget was built based on the direction of the Board, and that the 2021 Budget aligns with the Strategic Business Plan approved in July.

Ms. Bennett presented the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for the Fiscal Year 2021 (October 1, 2020 through September 30, 2021).

Ms. Budd asked if the Airport had an independent third party review the Engineered Material Arresting System (EMAS) to confirm that the repairs are necessary.

Ms. Bennett advised the Board that currently there is only one FAA-approved vendor, Runway Safe, Inc., to inspect and repair the EMAS. Runway Safe, Inc. performed the initial inspection and determined what was needed to repair the EMAS.

Mr. Folden inquired as to what would be done with the EMAS blocks after they are removed. Ms. Bennett advised that the blocks would be disposed of by the contractor, as they have no residual value.

Mr. Pollack inquired as to whether the incinerator had a warranty. Ms. Bennett advised the Board that the incinerator was delivered almost a year before the Customs facility opening, and it came with a one-year warranty.

Mr. Pollack asked for details on the procurement of the new incinerator. Ms. Bennett stated that Airport Management was reviewing various options for a replacement, including a larger capacity incinerator since the Facility's activity has been more than initially anticipated.

A MOTION to approve Resolution No. 08-24-20 of the Boca Raton Airport Authority adopting the Annual Operating and Capital Budgets for Fiscal Year 2021 (October 1, 2020 through September 30, 2021) was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Kohut presented a Public Transportation Grant Agreement for Financial Project No. 440094-1-94-01 with the State of Florida Department of Transportation for a Master Plan and eALP.

A MOTION to approve Resolution No. 08-25-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for a Master Plan and eALP at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Kohut presented the Federal Aviation Administration Airport Improvement Program Project grant offer for a Master Plan Update and Stormwater Master Plan.

A MOTION to authorize the execution of the Airport Improvement Program Grant from the Federal Aviation Administration for the Airport Master Plan Update and Stormwater Master Plan was made by Mr. Nau and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Kohut presented the Amendment to Public Transportation Grant Agreement for Financial Project No. 445876-1-94-01 with the State of Florida Department of Transportation for Taxiways P5, C, P9 and P10 Widening – Construction at the Boca Raton Airport.

A MOTION to approve Resolution No. 08-26-20 of the Boca Raton Airport Authority accepting the Amended Public Transportation Grant Agreement with the State of Florida Department of Transportation for Taxiways P5, C, P9 and P10 Widening – Construction at the Boca Raton Airport was made by Mr. Tucker and seconded by Ms. Nobles. The Motion carried unanimously.

Mr. Kohut presented the Public Transportation Grant Agreement for Financial Project No. 447633-1-94-01 with the State of Florida Department of Transportation for Widen Taxiways F and P4 and Relocation of Taxiways B and C at the Boca Raton Airport.

A MOTION to approve Resolution No. 08-27-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Widen Taxiways F and P4 and Relocation of Taxiways B and C at the Boca Raton Airport was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no Authority Members Request or Reports.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, September 16, 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 7:16 p.m.



Melvin Pollack, Chair

16 Sept 2020
Date