

**Boca Raton Airport Authority
Meeting Minutes
September 16, 2020
Electronically via Webinar**

Ms. Landers welcomed everyone to the September 16, 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 - ABSENT
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 August 19, 2020 Regular Meeting was made by Mr. Tucker and seconded by Mr. Folden. The Motion 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

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

Ms. Camilo presented the Financial Report for August 2020.

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

TENANT REPORTS AND REQUESTS

Mr. Abbott presented a request from the Civil Air Patrol for a donation of \$19,883 for hangar rent and utilities.

Lt. Col. Harding, Civil Air Patrol provided an update on their current operating status. Lt. Col. Harding advised the Board that the Civil Air Patrol is not currently holding in-person meetings, and their activity is limited to essential missions, training and emergency flights. Lt. Col. Harding shared that their fundraising efforts have been limited this year due to COVID-19.

Mr. Folden asked how many members the Civil Air Patrol currently has. Lt. Col. Harding advised that they have 65 members including volunteers and cadets.

Ms. Budd inquired about the types of fundraising the Civil Air Patrol has done in the past or is currently doing. Lt. Col. Harding advised the Board that their donations come from the Boca Raton Airport Authority, corporate donors, individual donors, and various fundraisers, however fundraising has been limited this year due to COVID-19. In the past, the cadets have organized fundraising opportunities such as car washes, food sales, and a fly-in breakfast at the Airport.

Mr. Tucker asked if they have seen any downturn in interest in the Civil Air Patrol over the last several months. Lt. Col. Harding stated they have seen an increase in interest from pilots. However, because they cannot meet in person and conduct training, they cannot accept new members.

Ms. Budd recommended that the Civil Air Patrol take a more active role in fundraising efforts and that Lt. Col. Harding provide an update on their fundraising program the next time they address the Board.

A MOTION to approve a donation of \$19,833 to the Civil Air Patrol was made by Mr. Folden 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 August 2020.

Ms. Bennett presented a request to distribute \$25,000 for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund.

Mr. Tim Snow, President, George Snow Scholarship Fund, thanked the Boca Raton Airport Authority for their support. Mr. Snow shared that the Airport Scholarship currently has eight students enrolled in school. Those students were awarded both the Boca Raton Airport Scholarship and the Ken A. Day Scholarship. Mr. Snow also noted a new partnership the Fund has with the Florida Prepaid Tuition Foundation and stated that because of this partnership, the cost of a four-year tuition scholarship was split between the Airport Scholarship and the Foundation.

Mr. Gage Jones, 2020 Scholarship recipient, expressed his gratitude to the Board for the scholarship and shared his passion for Aerospace Engineering. He is attending the University of Florida, with a double major in Aerospace Engineering and Mechanical Engineering and a minor in Astrophysics.

Mr. Cole Lytle, 2020 Scholarship recipient, thanked the Board for their support and shared that he is attending Embry-Riddle Aeronautical University, with a major in Aeronautical Science and is planning on minoring in Air Traffic Control or Airline Operations.

Mr. Folden inquired as to the balance of the Ken A. Day Scholarship Fund. Mr. Snow advised that the Ken A. Day Scholarship is an endowment fund, and that the current balance is approximately \$130,900.

The Board thanked Mr. Snow for his dedication to the community and the students he serves and wished success to the 2020 Scholarship recipients.

A MOTION to approve the distribution of \$25,000 for the Boca Raton Airport Scholarship to the George Snow Scholarship Fund was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Nau, Chair Auditor Selection Committee, advised the Board that the Auditor Selection Committee received two qualified proposals in response to the RFP for Audit Services. Both companies presented their proposals to the Committee, and Grau and Associates was the top ranked firm. Mr. Nau thanked Ms. Camilo for her management of the process. Mr. Nau also thanked Ms. Katie Roundtree, Finance Director Northern Palm Beach County Improvement District and Mr. Matthew Lalla, Finance Director, Town of Highland

Beach, for taking the time out of their schedules to participate in the Auditor Selection Committee. Mr. Nau also thanked Mr. John Wallace, City of Boca Raton for his support during the virtual meetings.

Ms. Camilo presented the Committee's recommendation to award a three-year contract with two one-year renewal options for Audit Services to the top ranked firm, Grau & Associates.

Ms. Budd asked if Grau and Associates is the current Audit Firm and how long they have been the Auditor. Ms. Camilo advised the Board that they are the current Auditor and have been for the past six years. Ms. Budd recommended that the optional renewals be brought before the Board for approval, and that nine years is a long time to have the same Auditor. Ms. Camilo advised that all optional renewals will be brought before the Board for approval.

A MOTION to approve Resolution No. 09-28-20 of the Boca Raton Airport Authority awarding a three-year contract with two one-year options to Grau and Associates in accordance with the terms specified in Request for Proposals No. 2020-BRAA-01 for Audit Services was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no Authority Members request or reports.

PUBLIC INPUT

Mr. Jose Cabrera, General Manager Signature Flight Support, advised the Board that Signature Flight Support would be happy to discuss ways to assist the Civil Air Patrol with their fundraising activities.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, October 21, 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 6:48 p.m.


Melvin Pollack, Chair


Date