

**Boca Raton Airport Authority  
Meeting Minutes  
November 18, 2020  
Renaissance Boca Raton Hotel**

Mr. Pollack called the meeting to order at 6:00 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 Coordinator

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the October 21, 2020 Regular Meeting was made by Mr. Tucker and seconded by Mr. Fogel. 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 advised that he reviewed the October Financial Report and found it satisfactory.

Ms. Stewart presented the Financial Report for October 2020.

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

## **TENANT REPORTS AND REQUESTS**

Mr. Bryan presented a special event request from Signature Flight Support Corporation to host a Festival of The Arts event on January 28, 2021.

**A MOTION to approve Resolution No. 11-31-20 of the Boca Raton Airport Authority granting conditional approval of Signature Flight Support Corporation's request to host a Festival of The Arts event on January 28, 2021 was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.**

Ms. Bennett introduced Mr. Hamid Hashemi, CEO of Premier Aviation of Boca Raton, LLC, to present conceptual plans for a retail furniture store on Phase III of their leasehold.

Mr. Hashemi advised the Board that he had had discussions with Airport Management and Legal Counsel and that he plans to modify his original request to bifurcate the lease and will instead pursue a sublease with City Furniture. Mr. Hashemi stated that he would present additional information at the December Board meeting.

Mr. Ryan Cronin, Senior Vice-President of Finance and Real Estate for City Furniture, presented the conceptual designs for an Ashley HomeStore, including Ron and Todd's Café & Wine Bar.

Ms. Budd asked if the proposed café would be open to the public and serve alcohol. Mr. Cronin stated it would be open to the public and they would need to acquire a liquor license for alcohol sales.

Mr. Tucker asked how many new jobs the project would create. Mr. Cronin stated that there would be approximately 40 sales associates.

Mr. Folden inquired about the cross-parking agreement currently in effect with Cinemark. Mr. Hashemi stated that there would be no change in the cross-parking agreement.

## EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Tucker provided a brief history of the Airport Observation Area project and the goals of the project.

Ms. Bennett presented the Airport Observation Area's initial design as prepared by Hauber Fowler & Associates, LLC.

Mr. Pollack inquired about the timeline for the project. Ms. Bennett stated they should have the design completed and ready for advertising by the middle of 2021.

Mr. Nobles stated that he liked the design and asked what the project's budget was and how it would be promoted to the community. Ms. Bennett advised the Board that the budget is \$225,000. The Airport received a grant for 80% from FDOT. The Airport Authority's share would be 20%. Ms. Bennett shared some of the avenues available to promote the Project, including working with the Greater Boca Raton Beach and Park District and partnering with the Research Park at Florida Atlantic University and our tenants.

Mr. Folden inquired about the type of material proposed for the decking and suggested exploring recycled material.

A discussion ensued.

Mr. Fogel asked if additional parking is needed. Ms. Bennett stated that five additional parking spaces may need to be added to the existing parking lot.

Mr. Abbott presented the renewal for Noise Monitoring and Flight Tracking System and Noise Monitor Service and Maintenance.

**A MOTION to approve Resolution No. 11-32-20 of the Boca Raton Airport Authority approving the renewal of the agreement between the Authority and L3Harris for Noise Monitoring and Flight Tracking System and Noise Monitor Service and Maintenance for the period beginning on January 1, 2021 and ending at midnight December 31, 2021 was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.**

Mr. Kohut presented the contract renewal for Disadvantaged Business Enterprise Program Administration Services.

Mr. Fogel asked for details on how the Disadvantaged Business Enterprise Program worked. Mr. Kohut presented an overview of the services provided to the Airport by Dickey Consulting Services and how they relate to grant requirements.

A discussion ensued.

**A MOTION to approve Resolution No. 11-33-20 of the Boca Raton Airport Authority approving an extension of the contract between the Authority and Dickey Consulting Services for Disadvantaged Business Enterprise (DBE) Program Administrator Services for the period beginning on January 1, 2021 and ending at midnight December 31, 2021 was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

**AUTHORITY MEMBERS REQUESTS AND REPORTS**

There were no Member requests or reports.

**PUBLIC INPUT**

There was no public input.

**OTHER BUSINESS**

There was no additional business.

**MISCELLANEOUS**

The next regular meeting is scheduled for December 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 the meeting notice.

**ADJOURNMENT**

Meeting adjourned at 6:57 p.m.

  
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Melvin Pollack, Chair

16 Dec 2020  
Date