

**Boca Raton Airport Authority
Meeting Minutes
March 17, 2021
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 - ABSENT
Gene Folden	Board Member
Bob Tucker	Board Member

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Jada Stewart, Accounting Coordinator
William Urbanek, Operations Coordinator

APPROVAL OF MINUTES

A MOTION to approve the minutes of the February 21, 2021 Regular Meeting was made by Ms. Budd and seconded by Mr. Nobles. 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 had reviewed the February Financial Report and found it satisfactory.

Ms. Stewart presented the Financial Report for February 2021.

A MOTION to approve the Financial Report for February 2021 was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Kohut presented a request from Atlantic Aviation to extend the approved term for temporary office space in use by Sky One Holdings LLC d/b/a Privaira.

Mr. Pollack inquired as to where the construction would take place on the leasehold.

Mr. Joseph Therrien, General Manager Atlantic Aviation advised the Authority Board that Atlantic Aviation plans on submitting a set of designs within the next month, and the construction would take place where hangar six is currently located. The new larger structure would be a combination of office and hangar space.

Ms. Bennett clarified that today's request is for an extension for the use of the temporary structure currently on the property.

A MOTION to approve Resolution No. 03-04-21 of the Boca Raton Airport Authority approving the request from Atlantic Aviation to extend the approved term of the temporary office space in use by Sky One Holdings LLC d/b/a Privaira for a period not to exceed 24 months was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Bryan presented the Noise Abatement/Operations Summary for the month of February 2021.

Ms. Bennett presented the Coronavirus Response and Relief Supplemental Appropriations Act Grant and requested approval to accept the grant funds when offered and execute the grant agreement.

A MOTION granting Airport Management approval to accept the CRRSA Act grant and to execute the FAA grant agreement in accordance with FAA requirements was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

Mr. Urbanek presented the Public Transportation Grant Agreement for Financial Project No. 445961-1-94-01 with the State of Florida Department of Transportation for Geographic Information System Implementation (Phase 2) at the Boca Raton Airport.

A MOTION to approve Resolution No. 03-05-21 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Geographic Information System Implementation (Phase 2) at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

Mr. Tucker reminded the Authority Board that the Observation Area will be a wonderful addition to the Airport, and a great way to interact with the community and commended Ms. Bennett for securing additional funding.

Ms. Bennett presented an Amendment to Public Transportation Grant Agreement for Financial Project No. 441605-1-94-01 with the State of Florida Department of Transportation for Observation Area at the Boca Raton Airport.

Mr. Pollack requested to hear the presentation prepared by Hauber Fowler & Associates before acting on the motion for the Amended Public Transportation Grant Agreement.

Ms. Sharon Hauber, ASLA, PLA Hauber Fowler & Associate. LLC presented the Flight Observation Area Final Conceptual Design Study.

Mr. Tucker thanked Ms. Hauber for her presentation and asked if there will be enough shade for visitors. Ms. Hauber stated that the current budget would not allow for a shade structure to cover the entire area, however, additional shade trees could be an option.

A discussion ensued.

Ms. Budd asked about the color palate that would be used in the landscaping along Airport Road and the Observation Area.

Ms. Hauber provide information on the landscaping for both projects and stated there will be variety of color used around the monument signs at each end of Airport Road.

Mr. Folden recommended looking at what the City of Boca Raton is using for their shade material. He stated it is capable of being easily removed when necessary and is very cost-effective.

Ms. Hauber advised the Authority Board that she will explore all shade alternatives for the Observation Area project.

Mr. Tucker asked what the timeline for the project is. Ms. Bennett said they anticipate the project to be completed and open within a year.

Ms. Budd asked if there would be electrical hookup available at the site. Ms. Hauber stated there is electrical hookup included for a security light.

Mr. Folden inquired about signage. Ms. Bennett stated there is signage in the plan and Airport Management will be meeting with the Florida Atlantic Research and Development Authority to discuss the project including signage.

A MOTION to approve Resolution No. 03-06-21 of the Boca Raton Airport Authority accepting the Amendment to Public Transportation Grant Agreement with the State of Florida Department of Transportation for Observation Area at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Landers presented an update on the Corporate Identity and Community Engagement Program.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd inquired how the Authority Board will get closure on the concerns regarding the Observation Area. Ms. Bennett stated that Airport Management will be meeting with the design team to discuss the feedback received at the meeting and then report back to the Authority Board.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regular meeting is scheduled for April 21, 2021 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 6:58 p.m.



Melvin Pollack, Chair



Date