

**Boca Raton Airport Authority
Meeting Minutes
May 19, 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
Gene Folden	Board Member
Bob Tucker	Board Member

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Christine Landers, Business Manager
Jada Stewart, Accounting Coordinator
Robert Abbott, Operations and Finance Analyst
William Urbanek, Operations Coordinator
Vanessa Chen, Community Engagement Specialist

Mr. Pollack congratulated Ms. Budd and Mr. Nau on their reappointment to the Boca Raton Airport Authority.

Mr. Pollack introduced and welcomed Vanessa Chen, Community Engagement Specialist.

APPROVAL OF MINUTES

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

Ms. Stewart presented the Financial Report for April 2021.

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

Ms. Stewart presented the 2021 Investment Report.

A MOTION to approve the 2021 Investment Report was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Nau introduced the fiscal year 2020 financial statements and audit report. He stated that he attended the closing session of the audit with the external auditors and Airport Management to review the details of the Report. Mr. Nau was happy to note that the Report contained an unmodified opinion and that the auditor stated that he received cooperation from both Airport Management and Board Members.

Mr. Tony Grau, Founding Partner, Grau and Associates, presented the Financial Report for the fiscal year ending September 30, 2020.

A MOTION to approve Resolution No. 05-10-21 of the Boca Raton Airport Authority adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of the Federal Awards and State Financial Assistance Projects and the Independent Auditor's Report for the fiscal year ending September 30, 2020 was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Ms. Bennett advised the Board that Airport Management received the 75% plans from Premier Aviation of Boca Raton, LLC and the plans were under preliminary review by the Airport Authority's Engineer of Record.

Ms. Budd asked for further explanation on the process moving forward.

Ms. Bennett advised the Board that the process calls for the Authority's Engineer of Record to review the plans and provide comments to Premier Aviation to incorporate into the 100% plans due in August. Ms. Bennett also reminded the Board that there are triggers in the lease pertaining to construction requirements and the response received from FAA regarding the timeline stated they would object to any additional extensions to the timeline.

Mr. Folden inquired as to when Premier Aviation would submit the plans to the City of Boca Raton. Ms. Bennett advised the Board that once the 100% plans were approved by the Board they would be presented to the City of Boca Raton and construction must be completed by August 2023.

Ms. Petrick confirmed the construction period is 24 months from the date the Board approves the plans.

A discussion ensued.

A MOTION to acknowledge receipt of the 75% plans as meeting the requirements of the Ninth Amendment to the Premier Aviation of Boca Raton LLC Lease was made by Mr. Nau and seconded by Mr. Nobles. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of April 2021.

Mr. Kohut presented the results of the Invitation to Bid No. 2021-BRAA-001 for the Widen Taxiways F and P4 and Relocation of Taxiway B and C project and recommended a contract award to Ranger Construction Industries, Inc.

Mr. Kohut asked the Board to grant Airport Management approval to accept and execute the FAA grant for the Widen Taxiways F and P4 and Relocation of Taxiway B and C project when it is offered.

A MOTION to approve Resolution No. 05-11-21 of the Boca Raton Airport Authority awarding a contract for the Widen Taxiways F and P4 and Relocation of Taxiway B and C project pursuant to the terms specified in the invitation to Bid 2021-BRAA-001 to Ranger Construction Industries, Inc. was made by Mr. Fogel and seconded by Ms. Budd. The Motion carried unanimously.

A MOTION to grant Airport Management approval to accept and execute the FAA grant for the Widen Taxiways F and P4 and Relocation of Taxiway B and C project when it is offered was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Bennett reminded the Board that, at the March Airport Authority Meeting, the Board requested additional shade options for the Flight Observation Area. Ms. Bennett introduced Ms. Sharon Hauber, ASLA, PLA Hauber Design Associates, LLC, to present the various options for the shade structure and requested direction from the Board on the preferred option following the presentation.

Ms. Hauber presented the Flight Observation Area Shade Study, which included three different options fabric, tensile PVC, and metal, along with pros and cons for each option.

Mr. Pollack stated that he felt the metal shade structure would be the best for maintenance and durability and asked for input from Board Members.

Mr. Nobles inquired about the possibility of additional funding to help alleviate the additional cost. Ms. Bennett reminded the Board that the Airport Authority recently received an additional \$150,000 for the project from the Florida Department of Transportation, but it is something Airport Management can investigate further.

Mr. Nobles stated that this is a very public project and will be visible and utilized by the community.

Mr. Tucker agreed with Mr. Nobles and inquired about additional shade trees that could be used. Ms. Hauber advised the Board that they are still evaluating additional trees to include in the plan.

Ms. Budd asked about additional electrical sources that would be available. Ms. Hauber confirmed that there would be an electric source available.

Mr. Folden asked about the shape of each shade structure. Ms. Hauber advised the Board that the fabric option is the most flexible for shade and, due to the current budget, the structures presented are based on utilizing prefabricated materials. If the Board would prefer a customized designed structure, the price would significantly increase.

Mr. Folden inquired as to the timeframe needed to remove the fabric shade structure. Ms. Hauber advised the board she was told it would take two people five minutes to take down the structure.

A discussion ensued.

Ms. Budd inquired about insurability of the various shade structures. Mr. Alex Blodgett, Blodgett and Associates provided some insight into insurance options.

Mr. Pollack requested additional research be done on the various types of metal shade structures available along with visual examples of prefab metal and fabric options.

Ms. Landers presented the recommendation for a one-year contract renewal for Marketing and Advertising Consulting Services.

A MOTION to approve Resolution No. 05-12-21 of the Boca Raton Airport Authority approving the renewal of the agreement between the Authority and Pace Communications Group, Inc. for Marketing and Advertising Consulting Services for the period beginning on June 28, 2021 and ending on June 27, 2020 was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Landers presented the request for emergency procurement for Audio-Visual Services to facilitate the Boca Raton Airport Authority Board Meetings.

A MOTION to approve the Emergency Procurement of Audio-Visual Services was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Landers advised the Board on the status of holding meetings in the Boca Raton Council Chambers and provided some additional options for meeting locations. The Board unanimously decided to hold all future Boca Raton Airport Authority Board meetings at the Boca Raton Airport Authority Administration Building until further notice.

Mr. Bryan provided an update on Airport projects.

Mr. Pollack thanked Mr. Bryan for his attendance at the Boca Pilots Association Meeting.

Mr. Kohut presented the Florida Power and Light License Agreement.

A MOTION to grant approval for Airport Management to execute the License Agreement with Florida Power and Light once it is received was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no requests or reports.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

MISCELLANEOUS

The next regular meeting is scheduled for June 16, 2021 at 6:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 8:12 p.m.

James R. Nau 6/16/2021
James R. Nau Chair Date