

**Boca Raton Airport Authority
Meeting Minutes
October 20, 2021
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 6:00 p.m.

BOARD MEMBERS

James R. Nau	Chair
Bob Tucker	Vice-Chair
Randy Nobles	Secretary/Treasurer
Cheryl Budd	Board Member
Mitchell Fogel	Board Member – Participated Telephonically
Gene Folden	Board Member
Melvin Pollack	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
Robert Abbott, Operations and Finance Analyst
Vanessa Chen, Community Engagement Specialist

APPROVAL OF MINUTES

A MOTION to approve the minutes of the September 8, 2021 Regular Meeting was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

Lt. Col. Harding, Civil Air Patrol thanked the Boca Raton Airport Authority Board for their continued support and presented the Board with an appreciation plaque. Lt. Col. Harding advised the Board that there would be a change in command and introduced Lt. Col. Jamie Lichi as the new Boca Raton Composite Squadron Commander. Lt. Col. Lichi introduced himself and thank the Board for their support.

Mr. Fogel joined the meeting telephonically at 6:09 p.m.

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. Nobles reminded the Board that the August 2021 report, presented in September, was a draft report and that the final report was before the Board for approval. Mr. Nobles also stated that the September 2021 report, also on the agenda, represents the unaudited fiscal year end.

Ms. Bennett presented the Financial Report for August 2021.

Mr. Pollack inquired about the Air Traffic Control Tower expenses. Ms. Bennett stated that those expenses were related to the weather system that was impacted by lightning.

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

Ms. Bennett presented the Financial Report for September 2021.

A MOTION to approve the Financial Report for September 2021 was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Bryan presented the Public Transportation Grant Agreement for Financial Project No. 450203-1-94-01 with the State of Florida Department of Transportation for Equipment Acquisition for Safety Enhancements at the Boca Raton Airport.

Ms. Budd inquired as to what Airport staff would be doing relative to landscape work. Mr. Bryan explained to the Board that Airport Operations would assume responsibility for the landscape maintenance on the airside.

Mr. Nobles asked if the \$100,000 was all equipment and if the Airport Authority would own the assets. Ms. Bennett confirmed.

Mr. Tucker asked if the message boards are the same as what they see on the FAU campus. Mr. Bryan confirmed this and explained their planned use.

Ms. Budd asked for an estimate of additional hours per month of time for staff. Mr. Bryan advised the Board approximately 20 to 30 hours a month divided among three members of staff.

Ms. Budd stated that she is not opposed to the plan, but advised thoughtful analysis when assuming responsibilities that were previously provided by outside vendors.

Mr. Folden reminded the Board that staff knows how to operate on the field and that is a benefit to consider.

Ms. Bennett stated that the recommendation was made after careful consideration of all factors and reminded the Board that there is an additional Operations position in the budget should the need arise.

A MOTION to approve Resolution No. 10-21-21 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Equipment Acquisition for Safety Enhancements at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Bryan presented the results of the Request for Proposals for Specialized Landscaping and Maintenance and recommended a contract award to Landscape Service Professionals, Inc. to provide landside specialized landscaping services to the Boca Raton Airport Authority.

A MOTION to approve Resolution No. 10-22-21 of the Boca Raton Airport Authority approving a contract with Landscape Service Professionals, Inc. to provide landside Specialized Landscaping Services to the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Kohut presented the results of the Request for Proposals for Disadvantaged Business Enterprise (DBE) Administrator and recommended awarding the contact to C & S Engineers to provide DBE Administrator services to the Boca Raton Airport Authority.

A MOTION to approve Resolution No. 10-23-21 of the Boca Raton Airport Authority approving a contract with C & S Engineers to provide DBE Administrator services to the Boca Raton Airport Authority was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Abbott presented the request to cancel 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. 10-24-21 of the Boca Raton Airport Authority approving the cancellation of the Public Transportation Grant Agreement with the State of Florida Department of Transportation for the Widen Taxiways F and P4 and Relocation of Taxiways B and C Project at the Boca Raton Airport was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Abbott presented the request to extend the Public Transportation Grant Agreement for Financial Project No. 44387-1-94-01 with the State of Florida Department of Transportation for Landside Lighting and Signage Replacement at the Boca Raton Airport.

Mr. Nau inquired as to the status of FPL lighting. Mr. Kohut advised that there was a supply chain delay. However, FPL is expected to begin work setting the new light poles within the next two weeks and to start the undergrounding of lines within six to eight weeks.

A MOTION to approve Resolution No. 10-25-21 of the Boca Raton Airport Authority to extend the Public Transportation Grant Agreement for Financial Project No. 44387-1-94-01 with the State of Florida Department of Transportation for Landside Lighting and Signage Replacement at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nau advised the Board that a copy of the 2022 Boca Raton Airport Authority Board Meeting schedule was included in their package.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Tucker stated that he is looking forward to the upcoming Tenant Appreciation Event in November.

Mr. Folden added that the Boca Raton Historical Society would be opening the Schmidt Boca Raton History Museum in November and that they have a wonderful exhibit on WWII.

Ms. Bennett advised with the Board that the Boca Raton Airport is a sponsor of the 1940's timeline at the museum.

MISCELLANEOUS

The next regular meeting is scheduled for November 17, 2021 at 6:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 6:48 p.m.


James R. Nau, Chair 11/17/21
Date