

**Boca Raton Airport Authority
Meeting Minutes
November 17, 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
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 Director
Christine Landers, Business Manager
Jada Stewart, Accounting Coordinator
Robert Abbott, Operations and Finance Analyst
Robert Pratt, Operations Coordinator
Vanessa Chen, Community Engagement Specialist

APPROVAL OF MINUTES

A MOTION to approve the minutes of the October 20, 2021 Regular Meeting was made by Mr. Pollack and seconded by Mr. Tucker. The Motion carried unanimously.

AGENDA CHANGES

Ms. Bennett requested to add Item VIII-B Premier Aviation of Boca Raton, LLC Memorandum of Understanding request to the agenda.

A MOTION to add Item VIII-B to the Agenda was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

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. Nobles advised that he had reviewed the October Financial Report and found it satisfactory.

Ms. Stewart presented the Financial Report for October 2021.

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

TENANT REPORTS AND REQUESTS

Mr. Bryan presented a special event request from Atlantic Aviation.

A MOTION to approve Resolution No. 11-26-21 of the Boca Raton Airport Authority conditionally approving the request of Atlantic Aviation to hold a Special Event on their leasehold premises for Sky One Holdings, d/b/a Privaira on January 7, 2022 was made by Mr. Tucker and seconded by Ms. Budd. The Motion carried unanimously.

Ms. Bennett introduced a request by Premier Aviation of Boca Raton, LLC for execution of a Memorandum of Understanding (MOU) concerning the Lease Agreement. Ms. Bennett provided background regarding the request and details for the MOU.

Ms. Bennett advised the Board that Premier Aviation's legal council is reviewing the rent figures for the future option periods and has requested additional time to complete the review.

Ms. Petrick advised the Board that they would be granting Airport Management approval to execute the MOU once the numbers have been verified.

A discussion ensued.

A MOTION to approve Resolution No. 11-31-21 of the Boca Raton Airport Authority approving a Memorandum of Understanding concerning the Lease Agreement between the Boca Raton Airport Authority and Premier Aviation of Boca Raton, LLC, dated September 27, 2000 was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Tucker presented a copy of his community newsletter and suggested reaching out to the editor of the newsletter to place a proactive message regarding noise abatement in the next edition.

Mr. Pollack expressed concern over the number of automated noise concerns being reported.

Ms. Budd recommended expanding the outreach to include other local communities and residential developments.

Ms. Bennett provided details on some of the updates being made to the noise abatement program informational materials and thanked the Board for their suggestions.

Mr. Abbott presented an overview of L3Harris and the services they provide to the Airport along with the contract renewal for Noise Monitoring and Flight Tracking System and Noise Monitor Service and Maintenance.

A discussion ensued.

A MOTION to approve Resolution No. 11-27-21 of the Boca Raton Airport Authority approving 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, 2022 and ending at midnight December 31, 2022 was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Abbott presented a Public Transportation Grant Agreement for Financial Project 443885-1-94-01 with the State of Florida Department of Transportation for Airfield and ATCT Generator Replacement and Upgrades at the Boca Raton Airport.

A MOTION to approve Resolution No. 11-28-21 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Airfield and ATCT Generator Replacement and Upgrades at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Abbott presented a Public Transportation Grant Agreement for Financial Project 4438866-1-94-01 with the State of Florida Department of Transportation for Airfield and Safety Management System (SMS) Program at the Boca Raton Airport.

Mr. Pollack asked for an explanation of the program. Mr. Abbott provided an overview of the planned program.

A MOTION to approve Resolution No. 11-29-21 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Airfield and Safety Management System (SMS) at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Kohut presented the contract renewal for General Consultant/Engineer of Record for the Boca Raton Airport Authority.

Ms. Budd inquired as to what happens after this extension.

Ms. Bennett advised the Board that there are three one-year extensions and once that has been exhausted it would have to go out for competitive solicitation, per the Procurement Code.

Mr. Nau asked if there would be a change in fee. Mr. Kohut advised the Board the fees will remain the same.

A MOTION to approve Resolution No. 11-30-21 of the Boca Raton Airport Authority renewing the contract between the Authority and Ricondo & Associates, Inc. for General Consultant/Engineer of Record for the period beginning on February 1, 2022 and ending at midnight January 31, 2023 was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Bryan provided an update on Airport projects.

Mr. Tucker asked if there have been any traffic incidents along Airport Road due to the construction. Mr. Bryan advised the Board that there have been no reported accidents, but as in the past, speeding is an issue.

Mr. Tucker inquired about the status of the Airport Observation Area project. Mr. Bryan explained to the Board that they are awaiting approval for modification of standards from the FAA before they can continue with the project.

Ms. Bennett presented the American Rescue Plan Act 2021 grant and requested approval to accept the funds and execute the grant agreement when offered.

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

Mr. Pollack inquired as to how the funds would be utilized. Ms. Bennett stated they would be used for reimbursement of payroll expenses, as recommended by the FAA Airports District Office.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Tucker stated that the Tenant Tailgate event was a success and everyone had a terrific time.

Mr. Nau inquired about the new Infrastructure Bill and how that will affect the Airport. Ms. Bennett provided an overview on how the Airport may benefit from the Bill.

Mr. Fogel asked the Board if the December 15, 2021 meeting could be moved to 5:00 p.m. The Board agreed unanimously to move the meeting from 6:00 p.m. to 5:00 p.m.

PUBLIC INPUT

Mr. Michael Petroski, Dean of the Burton D. Morgan College of Aeronautics at Lynn University, asked if the upcoming taxiway project would affect the flight school. Mr. Bryan stated they will still have access to the runway.

Mr. Jose Cabrera, General Manager Signature Flight Support, asked why the project had to be done now and not during the summer when traffic was slower. Ms. Bennett stated that the project schedule is driven by the FAA grant and that the Authority must abide by their timeline.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regular meeting is scheduled for December 15, 2021 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 7:14 p.m.

 12/15/2021
James R. Nau, Chair Date