

**Boca Raton Airport Authority
Meeting Minutes
December 15, 2021
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 5:05 p.m.

BOARD MEMBERS

James R. Nau	Chair
Robert 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 November 17, 2021 Regular Meeting was made by Mr. Pollack and seconded by Mr. Tucker. 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

Ms. Stewart presented the Financial Report for November 2021.

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

TENANT REPORTS AND REQUESTS

Mr. Bryan presented a special event request from Signature Flight Support.

A MOTION to approve Resolution No. 12-32-21 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support to hold a Special Event on their leasehold premises on January 18, 2022 was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

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

A MOTION to approve Resolution No. 12-33-21 of the Boca Raton Airport Authority conditionally approving the request of Atlantic Aviation to hold a Special Event on their leasehold premises on February 4, 2022 was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

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

A MOTION to approve Resolution No. 12-34-21 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 LLC d/b/a Privaira on February 5, 2022 was made by Mr. Tucker and seconded by Mr. Nobles. The Motion carried unanimously.

Ms. Bennett reminded the Board of the requirements for Premier Aviation of Boca Raton LLC, Phase III. Ms. Bennett advised the Board that Premier is awaiting site plan approval from the City of Boca Raton, and they are required to present the final plans for approval to the Board the first week of March 2022.

EXECUTIVE DIRECTOR AND STAFF REPORTS

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

Mr. Tucker asked if Airport Management reached out to his community regarding a proactive message on noise abatement and what the outcome was. Mr. Abbott stated that he had spoken to the editor of the community newsletter and provided some information that will be included in the December 2021 or January 2022 edition.

Mr. Bryan presented a Public Transportation Grant Agreement with the State of Florida for Financial Project 450373-1-94-01 with the State of Florida Department of Transportation Administration Building Improvements at the Boca Raton Airport, along with details as to what the funds would be used for.

A MOTION to approve Resolution No. 12-35-21 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Administration Building Improvements at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Tucker asked if the expansion would allow for additional people in the conference room. Mr. Bryan replied that it would and that the design team would evaluate several options available to allow for additional room.

Ms. Bennett shared some additional improvements that are under consideration.

Ms. Budd recommended looking at all improvements under consideration regardless of the amount of the grant.

Mr. Fogel inquired about the next step in the process. Ms. Bennett advised the Board that once the grant is executed, Airport Management will move forward with plans and will continue to keep the Board involved in the project.

Mr. Kohut presented the Minimum Standards Update.

A MOTION to approve Resolution No. 12-36-21 of the Boca Raton Airport Authority amending the Airport Minimum Standards was made by Mr. Fogel and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Pollack stated that he was very pleased with the process established in the Minimum Standards Update to expand access to maintenance services on the field, as this is an issue he has been involved with for some time.

Ms. Chen provided an update on the Corporate Identity and Community Engagement Program.

Mr. Tucker inquired about the turnout for the Tenant Tailgate event. Ms. Chen advised the Board that the response this year was higher than the event in 2019.

Mr. Nobles asked how a press release was defined. Ms. Budd explained to the Board that a press release is a distribution channel not just to printed publications but to all forms of communication.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nobles wished everyone a Happy Holiday and reminded everyone to be safe. The remaining Board members shared their good wishes for the Holiday.

Mr. Nau thanked Airport Management for their hard work throughout the year and Ms. Bennett thanked the Board for their support and guidance throughout the year

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regular meeting is scheduled for January 19, 2022 at 6:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 5:37 p.m.

	<u>1/19/2022</u>
James R. Nau, Chair	Date