

**Boca Raton Airport Authority
Meeting Minutes
August 17, 2022
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 5:00 p.m.

BOARD MEMBERS

James R. Nau	Chair
Robert Tucker	Vice-Chair
Randy Nobles	Secretary/Treasurer – ABSENT
Cheryl Budd	Board Member – Attended Telephonically
Mitchell Fogel	Board Member – Attended Telephonically
Gene Folden	Board Member
Melvin Pollack	Board Member

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker
Robert Diffenderfer, Esquire – Lewis Longman Walker – Attended Telephonically
M. Christopher Lyon, Esquire – Lewis Longman Walker – Attended Telephonically

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Travis Bryan, Operations Director
Christine Landers, Office Manager
Robert Abbott, Finance and Administration Manager
Robert Pratt, Operations Coordinator
Vanessa Chen, Community Engagement Specialist

APPROVAL OF MINUTES

A MOTION to approve the amended minutes of the July 20, 2022 Regular Meeting was made by Mr. Pollack and seconded by Mr. Folden. 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. Abbott presented the Financial Report for July 2022.

Mr. Pollack inquired about legal expenses, noting that they have been higher in the past two months. Ms. Bennett advised the Board they are higher than anticipated due to the lease negotiations with Atlantic Aviation and Premier Aviation of Boca Raton, LLC but they are expected to stabilize.

A MOTION to approve the Financial Report for July 2022 was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Kohut presented the sign request from Premier Aviation of Boca Raton, LLC for La Condesa Mexican Restaurant and introduced Ms. Kelly Zarinana and Mr. Salvador Zarate Morales from La Condesa Mexican Restaurant.

Mr. Tucker asked about the meaning of "La Condesa" and how business was doing since the opening. Ms. Zarinana advised the Board that La Condesa means royalty and currently business is slow since the restaurant is currently under a "soft opening"; however, the Grand Opening is planned for August 20th, and business should pick up

Mr. Folden asked if the restaurant had a website and if a menu was posted. Ms. Zarinana responded that the website is up and there is a menu posted online.

A MOTION to approve Resolution No. 08-20-22 of the Boca Raton Airport Authority granting conditional approval to Premier Aviation of Boca Raton, LLC for permanent, exterior signage to La Condesa Mexican Restaurant was made by Mr. Folden and seconded by Mr. Tucker. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORT

Mr. Pratt presented the Noise Abatement/Operations Summary for the Month of July.

Mr. Pratt presented an overview of the Safety Management Systems (SMS) Program and outlined the recommendation for contract award for SMS software to Epic Engineering & Consulting Group, LLC.

Mr. Pollack asked where Epic was located. Mr. Pratt stated that they are located in Palm Beach County.

Mr. Pollack asked why the originally first ranked respondent did not receive the award. Ms. Bennett replied that additional information was received after the original ranking and the company was determined non-responsive and non-responsible.

Mr. Folden asked for examples of Airport incidents and how they would fit in the Safety Risk Matrix. Mr. Kohut provided some examples that may apply to the Boca Raton Airport.

A discussion ensued.

Mr. Folden requested Airport Management provide a progress report once the implementation has begun.

A MOTION to approve Resolution No. 08-21-22 of the Boca Raton Airport Authority awarding Safety Management System Software Acquisition contract to Epic Engineering & Consulting Group, LLC was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Bennett introduced the Airport's legal team and advised the Board that the purpose of the presentation and discussion is regarding the Airport's lease with the State and other items that might be addressed with a possible amendment to the Airport's Enabling Act.

Mr. Diffenderfer reminded the Board that the Airport currently has a 90-year lease and at this time there are 50 years remaining and the Enabling Act would need to be amended through a local bill.

Mr. Diffenderfer introduced Mr. Chris Lyon from Lewis Longman and Walker.

Mr. Lyon introduced himself to the Board and provided background on his experience with Special Districts.

Mr. Lyon provided a detailed explanation of the process and steps to bring a bill to the State Legislature to change the Airport's Enabling Act, if the Board chooses to proceed with this process.

Mr. Pollack asked what the Airport is pursuing. Ms. Bennett replied that over the past few months, certain questions have arisen that can only be addressed through an amendment to the Enabling Act. If the Board opts to move forward, it would be advisable to review other State issues that would be strategically beneficial to the Airport Authority including an extension of the lease, a direct land transfer, or the transfer of underutilized State-owned properties adjacent to the Airport. Ms. Bennett added that prior to moving

forward the Airport would need to review all of its goals and put together a list of items to be addressed.

Ms. Petrick reminded the Board that, because the Airport is a Special District of the State of Florida, it can only do what is expressed in the Enabling Act. Therefore, if there are issues that are anticipated in the future for the industry or the Airport, now would be the time to have it included in the Enabling Act.

Mr. Pollack asked if the Airport Authority would be asking for an extension to the current lease or having the Airport take over the Lease. Ms. Bennett stated having the Airport take over the lease would be preferred but a lease extension would also be beneficial.

A discussion ensued.

Mr. Fogel thanked Mr. Lyon for his presentation.

Ms. Budd stated that the Authority needs to do long-range planning and recommended a workshop to discuss the process and goals.

Mr. Nau agreed with Ms. Budd and stated that is a good place to start.

Ms. Bennett agreed and added that the first step would be to identify the key issues to be addressed and check with the local delegations for their support.

Ms. Petrick stated that once the Authority identifies the issues to be addressed, the Authority should reach out to its local partners, such as the County, City and FAU for their support.

Mr. Nau asked the Board if there was a consensus to proceed. The Board was unanimous in moving forward with further evaluation of the goals and the process.

Mr. Folden recommended Airport Management put together an action plan and an outline of the process.

Ms. Budd asked if it was reasonable to assume something could be done this year. Mr. Lyon reminded the Board that, due to the elections this fall, the sessions would be starting later in the year and, if the scope of issues is determined before mid-November, it could be put on the delegation's agenda this year.

Ms. Bennett presented the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for Fiscal Year 2023.

Mr. Tucker asked if the Authority planned on purchasing an electric vehicle. Ms. Bennett advised the Board that an electric vehicle was not a possibility yet due to supply issues, but a hybrid vehicle is proposed.

Ms. Bennett reminded the Board that Mr. Nobles met with Airport Management and reviewed all the individual line items and provided comments and suggestions. Those changes have been made and the Secretary-Treasurer recommends approval of the FY 2023 Operating and Capital Budget.

Mr. Nau reminded the Board that the budget objectives are part of the Executive Director's annual review.

A MOTION to approve Resolution No. 08-22-22 of the Boca Raton Airport Authority adopting the Annual Operating and Capital Budgets for Fiscal Year 2023 (October 1, 2022 through September 30, 2023) was made by Mr. Pollack and seconded by Mr. Tucker. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nau presented the Board Member Assignments for the period of July 2022 through June 2023.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Nau reminded the Board of a previous discussion regarding changing the time of the Board meeting. It was agreed by the members present to wait until the full Board was available before having that discussion.

MISCELLANEOUS

The next regular meeting is scheduled for September 21, 2022 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 6:20 p.m.

 James R. Nau, Chair 9/21/2022
Date