

**Boca Raton Airport Authority
Meeting Minutes
December 14, 2022
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 3:00 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, Office Manager
Robert Abbott, Finance and Administration Manager
Hannah Oakland, Operations Coordinator
Juan Amaya, Operations Intern
Erin Spiropoulos, Finance and Administration Intern

Mr. Tucker left the meeting at 3:01 p.m.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the November 15, 2022 Regular Meeting was made by Mr. Pollack and seconded by Mr. Nobles. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

Mr. Neil Haynie advised the Board that Mr. Tom Corell passed away and there would be a small gathering at the 5/23 Condo hangars on Saturday, December 17th at 4:00 p.m. Mr. Haynie invited staff and Board Members to attend.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

Mr. Fogel joined the meeting at 3:05 p.m.

FINANCIAL REPORT

Mr. Abbott presented the Financial Report for November 2022.

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

TENANT REPORTS AND REQUESTS

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

A MOTION to approve Resolution No. 12-30-22 of the Boca Raton Airport Authority granting conditional approval to Signature Flight Support to host a Special Event on January 17, 2023 was made by Mr. Nobles and seconded by Mr. Pollack. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORT

Ms. Oakland presented the Noise Abatement/Operations Summary for the month of November.

Mr. Abbott presented the Public Transportation Grant Agreement for BCT Marketing Plan update.

Mr. Pollack asked if the funds would be used in-house or for an outside agency.

Ms. Bennett provided an update on the Public Relations and Marketing RFP agency selection.

A MOTION to approve Resolution No. 12-31-22 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for the BCT Marketing Plan Update at the Boca Raton Airport was made by Mr. Pollack and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Kohut presented the Architectural/Engineering Consultant Contract.

Mr. Pollack added that he was happy with the number of responses to the RFP and commended the Qualifications Evaluation Committee for their diligence and professionalism in the process.

Mr. Nobles asked what the next step in the process would be and when pricing will be determined. Mr. Kohut stated that negotiating pricing with the two firms and preparing the contracts would be the next step in the process.

A MOTION to approve Resolution No. 12-32-22 of the Boca Raton Airport Authority approving the Qualifications Evaluation Committee's final rankings and directing Airport Management to begin contract negotiations to select two architectural/engineering consulting firms was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

Mr. Kohut presented the contract renewal for General Consultant for the Boca Raton Airport Authority.

A MOTION to approve Resolution No. 12-33-22 of the Boca Raton Airport Authority renewing the contract between the Airport Authority and Ricondo & Associates, Inc. for General Consultant for the period beginning on February 1, 2023 and ending at midnight January 31, 2024 was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Landers presented the Corporate Identity and Community Engagement Update.

Mr. Tucker rejoined the meeting at 3:25 p.m.

Ms. Bennett presented the Premier Aviation of Boca Raton, LLC v. Boca Raton Airport Authority Engagement Agreement with Lewis Longman and Walker.

Mr. Folden asked how the government rate compares to our current rate. Ms. Bennett stated it is slightly higher than our current contract rates.

A MOTION to accept the Engagement Agreement with Lewis Longman and Walker was made by Mr. Nobles and seconded by Mr. Pollack. The Motion carried unanimously.

Ms. Bennett provided an update on the Boca Raton Airport Authority Enabling Act, along with a report on her and Chair Nau's meetings with various county and city officials.

Ms. Budd asked about the demeanor of the City Council members. Ms. Bennett stated that the City provided input and that a meeting between the Airport's Legal Counsel and the City of Boca Raton's attorney would be held to discuss areas of possible concern. Ms. Bennett added that once the concerns of the City were addressed, the Authority could expect to have the City Council's support.

A discussion ensued.

Ms. Bennett conveyed some of the concerns expressed by the Boca Raton City Council, including the jurisdictional boundaries of the Airport and the required number of votes to hire or terminate the Executive Director, along with her response. Ms. Bennett added staff is optimistic that the two attorneys will address the concerns by the Tuesday deadline.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Tucker wished everyone Happy Holidays. The rest of the Board Members echoed Mr. Tucker's sentiment.

Ms. Budd thanked Airport Management for a good year.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Ms. Bennett shared that the Airport had just received the Florida Department of Transportation Economic Impact Statement and provided Board Members with a copy of the report and presentation.

MISCELLANEOUS

The next regular meeting is scheduled for January 18, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 3:56 p.m.

 1/18/2023
James R. Nau, Chair Date