

**Boca Raton Airport Authority
Meeting Minutes
August 16, 2023
Boca Raton Airport Authority Administration Building**

Mr. Tucker called the meeting to order at 5:00 p.m. A quorum was present.

BOARD MEMBERS

Bob Tucker	Chair
Randy Nobles	Vice-Chair
Cheryl Budd	Secretary/Treasurer
Mitchell Fogel	Board Member
Gene Folden	Board Member
James R. Nau	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
Robert Abbott, Finance and Administration Director
Christine Landers, Office Manager
Hannah Oakland, Operations Coordinator
Florence Straugh, Operations Coordinator

APPROVAL OF MINUTES

A MOTION to approve the minutes of the June 30, 2023 Regular Meeting was made by Ms. Budd by Mr. Pollack. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

A. Atlantic Aviation Consent to Use Agreement.

Consider Resolution No. 08-20-23 of the Boca Raton Airport Authority approving a Consent to Use Agreement between the Boca Raton Airport

Authority, Atlantic Aviation-Boca Raton, LLC, and Boca Raton Flying Club Inc.

B. Noise Abatement/Operations Summary for the month of June 2023.

C. Noise Abatement/Operations Summary for the month of July 2023.

D. External Auditing Services - Extension of Grau & Associates Contact.

Consider Resolution No. 08-21-23 of the Boca Raton Airport Authority approving a one-year contract extension for professional auditing services for Fiscal Year 2023 with Grau and Associates.

A MOTION to approve the Consent Agenda was made by Mr. Nobles and seconded by Mr. Pollack. The Motion carried unanimously.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

FINANCIAL REPORT

Ms. Budd stated that she reviewed the Financial Reports for June and July and found them in order.

Mr. Abbott presented the Financial Report for June 2023.

A MOTION to approve the Financial Report for June 2023 was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Abbott presented the Financial Report for July 2023.

A MOTION to approve the Financial Report for July 2023 was made by Mr. Fogel and seconded by Ms. Budd. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORT

Ms. Bennett reminded the Board that earlier this week they received a written proposal from Mr. Chris Lyon, Lewis, Longman and Walker with recommendations for additional services from the Firm.

Mr. Lyon presented the appropriations-only proposal and the full-service proposal to the Board and answered some previously asked questions.

Mr. Nobles asked if the appropriation option in part one was a line item in the State budget, or a separate bill used to fund a particular project. Mr. Lyon confirmed it would be a line item in the State Budget.

Mr. Pollack asked for clarification on the language for HB 3. Mr. Lyon provided additional information on HB 3. Ms. Bennett added that Airport Management was currently working on updating the Airport's procurement documents to reflect the new rule.

Ms. Budd stated that the proposal could be beneficial to the Airport at some point in time, but it may not be now. Ms. Budd asked what the Airport would receive from the proposal and if there was the possibility for any potential drawbacks. She added that currently, she did not feel the Board had enough information to make a decision.

Mr. Tucker asked which airport listed in the proposal was comparable to Boca Raton Airport. Ms. Bennett explained that most of the airports listed in the proposal are multiple airport systems, so they are not comparable. Mr. Kohut pointed out that the airports listed were commercial airports.

Ms. Budd asked how long it would take to get funding for a project. Mr. Lyon stated he provided examples to Airport Management of the forms that are necessary to put a request in. Ms. Bennett added that the larger part of the process is getting support from elected officials for a specific project.

Mr. Nau asked for clarification on the difference between utilizing FDOT and FAA grants and going the route of requesting appropriation funds from the State. Ms. Bennett explained that some projects, especially landside projects, are not eligible for aviation grant funding. Ms. Bennett went on to explain that grant-funded projects are planned out five to six years in the future, and funds requested through the appropriations process also would be available much sooner.

Ms. Budd recommended tabling the item and doing additional due diligence with short-term and long-term costs to determine if this is the best route for the Airport Authority to pursue.

Mr. Nobles stated that this does not replace the grants currently utilized by the Airport, this is meant to compliment them.

Mr. Nobles questioned the pricing of the proposal and asked if it is always a fixed price or if hourly billing would be an option. Mr. Lyon explained that the industry standard is a fixed price and provided some of the reasons.

Ms. Petrick explained the difference between a grant awarded to the Airport by FDOT and the FAA and appropriation funds received from the State.

A MOTION to table the proposal for additional legal services from Lewis Longman and Walker until additional information can be provided was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

Ms. Budd stated that she had reviewed the details of the proposed budget and found them in order and asked Ms. Bennett to present the proposed budget.

Ms. Bennett presented the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for Fiscal Year 2024.

Mr. Nobles stated that the budgeted decrease in fuel flowage revenue seemed aggressive and asked how much Atlantic Aviation's share of fuel is currently. Ms. Bennett stated that Atlantic currently provides two-thirds of the fuel at the Airport and reminded the Board of Atlantic Aviation's upcoming construction and the uncertainty of how that will affect their fuel sales.

A discussion ensued.

A MOTION to approve Resolution No. 08-22-23 of the Boca Raton Airport Authority adopting the Annual Operating and Capital Budgets for Fiscal Year 2024 (October 1, 2023 through September 30, 2024) was made by Mr. Nobles and seconded by Mr. Pollack. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Tucker presented the Board Member Assignments for the period of July 2023 through June 2024.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Folden reminded the Board that at the last meeting, he questioned the noise concerns coming from Wimbledon. Mr. Folden added that he did some research and discovered that residents in the Wimbledon community did not have impact windows when the homes were built and that is something to take into consideration when they call with concerns.


Ms. Bennett mentioned to the Board that some members had stated there was a conflict with the October 18th BRAA Board Meeting and recommended moving the meeting to October 25th. The Board agreed unanimously to move the meeting to the 25th of October.

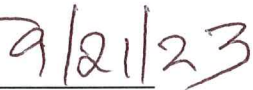
MISCELLANEOUS

The next regular meeting is scheduled for September 20, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 6:06 p.m.


Chair


Date