

**Boca Raton Airport Authority  
Meeting Minutes  
October 25, 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**

Robert 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  
Richard Gurzo, Accounting Coordinator

Mr. Tucker introduced Mr. Dave Cohen, Dean of Lynn University College of Aeronautics.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the September 20, 2023 Regular Meeting was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**PUBLIC REQUESTS**

There were no public requests.

**CONSENT AGENDA**

There was no consent agenda.

## **FEDERAL, STATE AND MUNICIPAL INPUT**

There was no federal, state or municipal input.

## **FINANCIAL REPORT**

Ms. Budd provided an overview of the year-end financial report and stated that she found it in order.

Mr. Abbott presented the Financial Report for September 2023.

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

Mr. Fogel arrived at 5:03 p.m.

## **TENANT REPORTS AND REQUESTS**

Mr. Bryan presented the Atlantic Aviation Special Event request.

**A MOTION to approve Resolution No. 10-27-23 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation to host a Special Event on their Leasehold premises on December 4, 2023 was made by Mr. Fogel and seconded by Mr. Pollack. The Motion carried unanimously.**

Mr. Kohut presented the Boca Suites, LLC Estoppel Request.

**A MOTION to approve Resolution No. 10-30-23 of the Boca Raton Airport Authority authorizing the issuance of a Master Lease and Ground Lease Estoppel for Boca Suites, LLC and delegate authority to the Executive Director and Legal to make any necessary changes by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.**

## **EXECUTIVE DIRECTOR AND STAFF REPORT**

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

Ms. Oakland presented the quarterly Safety Management Systems Program update.

Ms. Budd stated that the program is very thorough and asked if it had been developed in-house or if there was outside assistance from our communications firm. Ms. Bennett shared that there was a separate agency utilized specifically for the promotion aspect of this program. Ms. Bennett explained the development of the program.

Ms. Budd asked for clarification as to who performs the inspections noted in the report. Ms. Oakland explained that airport staff performs these inspections and went on to



provide details on the types of inspections done regularly and how they are documented. Ms. Bennett added that these inspections were previously done on paper but that the new system is much more robust and allows for better documentation of findings and corrective action. Ms. Budd asked if there was a metric to track how quickly work orders are being completed on the new system compared to the prior system. Mr. Bryan explained that the prior system did track issues, however it was unable to track how long it took to complete a work order. Ms. Bennett added that the new system provides one database to contain all the information. Mr. Kohut added that the new program allows for staff to conduct trend analysis on problem areas, which is something that the prior system could not do.

Mr. Pollack asked what the Airport does for FOD prevention. Ms. Oakland explained that Airport Operations and security perform full runway and taxiway inspections multiple times a day.

Mr. Tucker stated the program is very thorough and Airport Management should consider entering the program into a contest. Mr. Kohut shared that EPIC Engineering, who built the program for the Airport, entered the SMS map into a AAAE contest at a recent conference where they won. Ms. Bennett added that staff has reached out to the firm that is assisting with the promotion of the SMS program and they are going to do some research on other potential safety-oriented awards.

Mr. Bryan presented the Airfield and Roadway Markings Contract award.

**A MOTION to approve Resolution No. 10-28-23 of the Boca Raton Airport Authority awarding Airfield and Roadway Markings contract to Roberts Traffic Marking was made by Mr. Pollack and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Bryan provided an update on current Airport projects.

Ms. Budd asked why the airfield signs were getting smaller. Mr. Bryan explained the smaller sized signs better fit the area between taxiways which was reduced as an outcome of the previous taxiway widening projects. He went on to add that they also help increase stormwater drainage in the area.

Mr. Tucker asked when there will be a groundbreaking for the Observation Area. Mr. Bryan stated that the Airport is waiting on approval from the City and once that is completed the groundbreaking will be scheduled.

Mr. Fogel asked how much the final cost for the Observation Area had increased since the project initially began. Ms. Bennett stated that the cost was around twice as much. Mr. Kohut added that the guaranteed maximum price is slightly over one million. Ms. Bennett stated that there is approximately \$800,000 in grant funds available and that the Airport Authority will cover the remaining balance.

Mr. Nobles asked how the scope of the project had changed from the original plan. Ms. Bennett stated the two big ticket items are the cost of the canopy and the concrete. Ms. Bennett added that when the process started, the Airport did not anticipate having to go through the City for permit review, which has impacted the timing of the project.

Ms. Budd asked if the Master Plan will provide details on capital improvement items including their life expectancy, and future cost requirements. Ms. Bennett stated there is a capital improvement program that is outlined in the Master Plan for the next five, ten and twenty years, and that the Airport currently has a facility management plan that will be updated in the next few years, that tracks those items. Ms. Budd suggested these two items be utilized together. Ms. Bennett stated that there is also a financial model that was developed with Ricondo's assistance and is updated as needed and utilized for additional planning.

Mr. Abbott presented the request to amend the Fiscal Year 2024 Operating Budget.

Mr. Abbott shared that the Airport received information that the IT equipment at Customs needed to be upgraded. The financial impact of the upgrade is approximately \$100,000 and was advised to anticipate this happening every three years.

**A Motion to approve Resolution No. 10-29-23 of the Boca Raton Airport Authority approving an Amendment to the Fiscal Year 2024 Operating Budget was made by Mr. Pollack and seconded by Mr. Nobles. The Motion carried unanimously.**

Mr. Kohut presented an update on Aviation-related legislation.

Ms. Budd thanked Mr. Kohut for the detailed report and asked to confirm that members of staff hold board positions on the various aviation organizations mentioned. Mr. Kohut confirmed that was correct. Ms. Budd suggested that Airport Management create a report outlining a summary of the legislation and include a threat assessment in the report.

Mr. Nobles expressed concern that legislation is fluid and ever-changing and asked if staff would be able to keep on top of it. Ms. Budd stated that with staff holding board positions on several industry organizations, they should have a good line of sight on issues as they arise. Ms. Bennett advised that staff is currently tracking these items.

Mr. Folden suggested Airport Management provide a monthly report.

Ms. Bennett introduced Mr. Chris Lyon and advised that this item is a follow-up to Lewis, Longman and Walker's proposal that was presented at the August Board meeting.

Mr. Chris Lyon, Esquire, Lewis Longman and Walker, provided some additional information on the legislative update.

Mr. Lyon presented the appropriations-only proposal and the full-service proposal to the Board.



Mr. Lyon reminded the Board of their success in getting the Enabling Bill passed last year.

Mr. Lyon stated that he reviewed various airport projects that were funded last year by the state through appropriations and reached out to Ms. Petrick to see if the Boca Raton Airport had any projects that needed additional funding.

Mr. Lyon responded to several questions that arose during his presentation at the August meeting. First, he brought up the question of why the Airport Authority needed a lobbyist. Mr. Lyon stated that as a lobbyist for the Airport Authority, he can look at every bill filed and determine how it affects the Boca Raton Airport specifically, as opposed to the statewide industry groups who advocate for airports more generally.

Mr. Lyon responded to the question of whether there were any projects the state could fund that don't qualify under existing grant programs. Mr. Lyon stated that he had discussions with Ms. Bennett and that a Stormwater Management project had been presented as an option.

Mr. Lyon added that the expected return on investment would be significant if LLW is successful in obtaining funding for the Stormwater project. The return on investment is much more difficult to calculate for monitoring all legislation.

Mr. Lyon explained that the fee would be \$48,000 a year for an appropriations-only engagement, and \$60,000 a year for full-service engagement.

Mr. Nobles asked if the Airport is planning on doing this annually and inquired about the plan after the first year. Mr. Lyon stated that would be completely up to the Board, and would depend on the needs of the Airport.

Mr. Nau suggested the Board wait for the Airport Master plan to be completed to see what the long-term needs of the airport are.

Ms. Bennett explained that the goal of using state appropriation funds would be to fund non-grant-eligible projects and therefore would not need to rely on the Master Plan being completed first. Ms. Bennett went on to explain why the Stormwater project would benefit the Airport and added that it would be a multi-year project that would cost approximately two million dollars per retention pond.

A discussion ensued.

Ms. Budd recommended going forward with the appropriations proposal and taking the year to review and discuss the lobbyist portion of the proposal.

Mr. Folden asked about the timeline.

Mr. Lyon stated the deadline for appropriation requests is November 14<sup>th</sup>, and added there is time to get a request done. Mr. Lyon also reminded the Board there is a 30-day termination clause included in the agreement.

Ms. Bennett advised that the undergrounding of the stormwater systems project is currently under design by Garver Engineering utilizing FDOT as funding for the design portion only.

Mr. Fogel asked how the legal fees were determined. Mr. Lyon explained that in the industry there is a flat fee, and services are not billed hourly, taking into consideration the scope of the request and what is involved in accomplishing the scope.

Mr. Fogel asked if the Airport would be required to go through a bid process to hire a lobbyist. Ms. Bennett explained the Request for Qualifications process for legal services. The current engagement allows Lewis, Longman and Walker to provide all legal representative services for the Airport. Ms. Petrick provided additional input.

Mr. Nau asked what type of support is needed from the local level. Mr. Lyon explained the process and the required sponsors needed for the request.

**A MOTION to move forward with an appropriations-only engagement with Lewis Longman and Walker for \$48,000 was made by Ms. Budd and Seconded by Mr. Nobles. Mr. Tucker, Mr. Nobles, Ms. Budd, Mr. Fogel, Mr. Folden and Mr. Nau voted yes. Mr. Pollack voted no. The motion passed 6-1.**

Mr. Nobles asked if there are environmental benefits to the stormwater project. Ms. Bennett explained the environmental benefits of the stormwater project along with roadway safety benefits.

Mr. Lyon agreed, stating that projects with positive environmental and economic aspects are more likely to receive funding.

My Lyon thanked the Board for their confidence and stated he would start immediately.

### **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Mr. Tucker presented the 2024 Board Meeting schedule.

Mr. Folden asked for additional information on the stormwater project. Ms. Bennett stated that this project was presented in the Airport Strategic Plan and that she would forward that information to the Board for review. Ms. Budd asked for a summary of the project to look at the different benefits of the project.

Ms. Budd asked for information regarding the Mayor's Ball. Ms. Bennett shared that the Airport is receiving the George Long Award in recognition of its role in the community and recognition of the Airport's 75<sup>th</sup> Anniversary.

Mr. Tucker thanked the team for their efforts at the Tailgate Tenant event.

Ms. Landers requested the Board confirm the June 19, 2024 meeting before submitting the dates to the City of Boca Raton. The Board unanimously agreed to meet on the 19<sup>th</sup> of June.

### **PUBLIC INPUT**

There was no public input.

### **OTHER BUSINESS**

There was no other business.

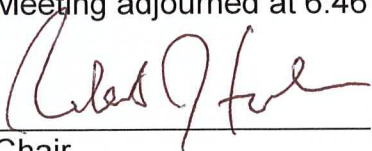

### **MISCELLANEOUS**

The Airport Master Plan Workshop is scheduled for November 15, 2023 at 3:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

The next regular meeting is scheduled for November 15, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

### **ADJOURNMENT**

Meeting adjourned at 6:46 p.m.

	
Chair	Date