

**Boca Raton Airport Authority  
Meeting Minutes  
November 15, 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  
Chris Lyon – 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  
Robert Pratt, Operations Coordinator  
Florence Straugh, Operations Coordinator  
Richard Gurzo, Accounting Coordinator

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the October 25, 2023 Regular Meeting was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**PUBLIC REQUESTS**

There were no public requests.

**CONSENT AGENDA**

- A. Request to approve the Public Transportation Grant Agreement for Financial Project No. 448108-1-94-01 with the State of Florida Department of Transportation for a Noise Exposure Map Update.

Consider Resolution No. 11-30-23 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation Noise Exposure Map Update at the Boca Raton Airport.

- B. Request to approve the Public Transportation Grant Agreement for Financial Project No. 448110-1-94-01 with the State of Florida Department of Transportation for Sustainability Management Plan at the Boca Raton Airport.

Consider Resolution No. 11-31-23 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation Sustainability Management Plan at the Boca Raton Airport.

- C. Information Technology Services Contract Extension- Simplitfy, LLC.

Consider Resolution No. 11-32-23 exercising the final one-year extension of the contract, as amended for the period starting April 1, 2024 and ending March 31, 2025 with Simplitfy, LLC.

- D. General Consultant for the Boca Raton Airport Authority Contract Extension – Ricondo and Associates, Inc.

Consider Resolution No. 11-33-23 of the Boca Raton Airport Authority approving renewal of the contract between the Authority and Ricondo & Associates, Inc. for General Consultant services for the period beginning on February 1, 2024 and ending at midnight on January 31, 2025.

- E. Draft Master Plan and Electronic Airport Layout Plan (eALP).

Consider Resolution No. 11-35-23 approving the Draft Master Plan and Electronic Airport Layout Plan (eALP) and directing Airport Management to transmit the same to the Federal Aviation Administration (FAA) for review and comment.

**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 had reviewed the October 2023 financial report and found it in order.

Mr. Abbott presented the Financial Report for October 2023.

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

## **TENANT REPORTS AND REQUESTS**

Ms. Bennett presented the Boca Aircraft Owners Eleventh Amendment to Lease Agreement.

Mr. Nau asked for clarification on which hangars have reverted to the Airport and the ones that will revert in 2031.

Mr. Nobles asked when the renovations would take place. Ms. Bennett advised the Board Boca Aircraft Owners is ready to begin work pending updates to the construction estimate.

Mr. Fogel asked if there were any obligations for improvements included in the Amendment. Ms. Bennett replied that there are no required obligations included in the lease amendment and that the Amendment addresses the lease terms and ground rent.

Ms. Petrick said that the renovations are not a contractual consideration. Consideration consists of the escalation of the ground rent. However, the improvements are an incentive to engage in this process.

Mr. Fogel asked what happens if they do not complete the work. Ms. Petrick stated there is not a requirement to complete the renovations. Ms. Petrick explained that in December 2024 they will begin paying the additional rent.

**A MOTION to approve Resolution No. 11-34-23 of the Boca Raton Airport Authority approving the Eleventh Amendment to the Boca Aircraft Owners Lease was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.**

## **EXECUTIVE DIRECTOR AND STAFF REPORT**

Ms. Straugh presented the Noise Abatement/Operations Summary for the month of October.

Ms. Bennett reminded the Board of their discussion at the October meeting regarding requesting appropriation funds from the State and introduced Mr. Lyon, Esquire Lewis Longman and Walker to provide an update.



Mr. Lyon stated that he had reached out to Senator Berman and Representative Gossett-Seidman on October 26<sup>th</sup> and asked if they would file on behalf of the Airport and was happy to report both agreed. Mr. Lyon added that both were invited to the Airport on October 31<sup>st</sup> for a tour and to discuss the proposal. Rep. Gossett-Seidman requested that the Airport identify all five areas that would benefit from the funds along with an estimate of the cost. Mr. Lyon advised the Board that after the tour, Rep. Gossett-Seidman stated that she would sponsor two areas, a large project, and a small project. One would be for a state appropriations request of \$2.88 million and the second would be a request of \$1.05 million. Mr. Lyon advised the Board that the November 13<sup>th</sup> deadline for filing was met and praised Airport Management for an excellent job in completing the applications.

Mr. Nobles asked if it was an either-or situation for the two projects or could the Airport get funding for both projects. Mr. Lyon said yes, it is possible to get funding for both projects and went on to say last year Rep. Gossett-Seidman was successful in getting 15 out of 17 projects funded.

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

Mr. Tucker acknowledged the Mayor's Ball that took place on November 11<sup>th</sup> and said it was wonderful seeing all the people who attended.

Ms. Bennett said it was rewarding to see how many people cared about the Airport and was honored to receive the George Long Award on behalf of the BRAA. Ms. Bennett shared photos and the video that was shown at the event.

Mr. Tucker advised the Board that there is scheduled air service starting in December at the Airport and asked Ms. Bennett to provide additional information.

Ms. Bennett provided background on JSX, which plans on beginning service at the Airport in December. Ms. Bennett advised the Board that Airport Management has reviewed the Airport Minimum Standards and the lease requirements for Atlantic Aviation and went on to say Airport Management has reached out to both Atlantic and JSX stating that there is a requirement to get written approval prior to service beginning. Ms. Bennett stated that Airport Management would meet with both parties and provide an update to the Board at the December Board meeting.

Ms. Budd asked for clarification on how they came to be associated with the Airport. Ms. Bennett advised the Board that the Airport Authority did not solicit this type of activity and that it is not contemplated in the minimum standards. Ms. Bennett stated the current activity at the Airport is on-demand charter and corporate business service and Airport Management is doing its due diligence to make sure that the Authority complies with federal requirements and grant assurances.

Ms. Bennett advised the Board that the type of aircraft is similar to what already operates here and what is different is the way the passengers procure seats on the individual flights.

Mr. Fogel asked if the Airport Authority can impose any rules or restrictions on the operation.

Ms. Petrick advised the Board that the legal team is in the process of evaluating the service and plans on providing additional details at the December meeting.

Ms. Bennett advised the Board they are awaiting answers to many questions from both Atlantic Aviation and JSX regarding their plans for the service including passenger screening, security and parking.

A discussion ensued.

Mr. Pollack asked if John Gerety, General Manager, Atlantic Aviation could provide some additional input.

Mr. John Gerety stated that Atlantic is in the process of reviewing the request and will answer all questions as soon as possible.

Mr. Folden asked if there would be a JSX counter in their lobby. Mr. Gerety said that there would not and added that they do operate at other Atlantic Aviation locations and some locations do have dedicated space.

Mr. Pollack asked how many flights would come to Boca and how often. Mr. Gentry replied that possibly two a day, Monday through Friday would operate out of Boca Raton.

Mr. Folden asked if JSX could be invited to attend the next meeting in December. Ms. Bennett stated that JSX has been invited..

Mr. Tucker reminded the Board that the Airport is currently collecting toys for Toys for Tots.

Ms. Budd stated to the Board that there were two previous Airport Master Plan workshops along with the meeting that took place today and reminded the Members that there were two individuals who spoke at the workshop. Ms. Budd asked Ms. Bennett to confirm that the concerns raised, were not new and had been addressed in the past.

Ms. Bennett replied that they had been addressed during multiple public meetings. Ms. Bennett added that the information on the Airport Master Plan is on the website and Mr. Bryan has attended multiple Boca Pilots Association meetings and spoken on the Master Plan. Ms. Bennett also reminded the Board that last spring, the Airport Authority hosted a pilot meeting and Mr. Weston spoke at the meeting and these questions were addressed. Ms. Bennett offered to follow up with the pilots who had questions again.

Mr. Pollack shared that since Mr. Bryan has started attending the meetings, there is a better understanding of the Airport Master Plan and he was surprised there were only two people with comments.

#### **PUBLIC INPUT**

There was no public input.

#### **OTHER BUSINESS**

Ms. Bennett reminded the Board that the December Board Meeting will be one week earlier on December 13<sup>th</sup> and at 3:00 p.m. that day there will be an opportunity to meet the artist who painted the mural and view the mural in person.

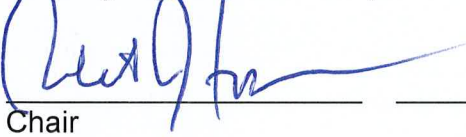
Mr. Pollack mentioned that the Coastal Star ran an article about the Observation Area, and it was very well received.

#### **MISCELLANEOUS**

The next regular meeting is scheduled for December 13, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

#### **ADJOURNMENT**

Meeting adjourned at 5:47 p.m.

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Chair

\_\_\_\_\_ 12/13/23  
Date