

**Boca Raton Airport Authority  
Meeting Minutes  
March 20, 2024  
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
Mitchell Fogel	Secretary/Treasurer
Cheryl Budd	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  
Robert Pratt, Operations Coordinator  
Florence Straugh, Operations Coordinator  
Richard Gurzo, Accounting Coordinator  
Jadon Headlam, Operations Intern

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the February 21, 2024 Regular Meeting was made by Mr. Nobles 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 were no items on the consent agenda.

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

There was no federal, state or municipal input.

## **FINANCIAL REPORT**

Mr. Fogel said he reviewed the February Financial Report and found it satisfactory.

Mr. Abbott presented the Financial Report for February 2024.

**A MOTION to approve the Financial Report for February 2024 was made by Mr. Pollack and seconded by Mr. Nobles. The Motion carried unanimously.**

## **TENANT REPORTS AND REQUESTS**

Mr. Bryan presented the Signature Aviation Special Event request.

**A MOTION to approve Resolution No. 03-08-24 of the Boca Raton Airport Authority granting conditional approval to Signature Aviation to host a Special Event on May 11, 2024 was made by Mr. Fogel and seconded by Mr. Nau. The Motion carried unanimously.**

Ms. Budd asked for details regarding Victoria's Voice Foundation. Mr. Nick Castellino, Cast Capital-Mint Air provided some details about Victoria's Voice Foundation and their campaign to promote addiction education and combat drug overdose.

Ms. Bennett Presented the CNLI Emark REIT LLC, Consent to First Amendment to Sublease with Cinemark USA, Inc.

**A MOTION to approve Resolution No. 03-09-24 of the Boca Raton Airport Authority approving a First Amendment to Agreement to Sublease between CNLI Emark REIT LLC, and Cinemark USA, Inc. was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Pollack asked about the possible removal of the parking garage from the lease. Ms. Bennett stated that it is a possibility in the future and that the land may be redeveloped for aeronautical use.

Mr. Folden asked if CNLI Emark REIT LLC, was registered to do business in the State of Florida. Ms. Petrick stated she would follow up on the question and added that it would have no effect on the Consent to First Amendment to Sublease with Cinemark USA, Inc.

## **EXECUTIVE DIRECTOR AND STAFF REPORT**

Mr. Pratt presented the Noise Abatement/Operations Summary for the month of February and shared that he and Mr. Kohut recently attended a local Homeowners Association meeting to discuss noise abatement in the community.

Ms. Straugh presented the Florida Airport Council Internship Grant Agreement.

**A MOTION to approve Resolution No. 03-10-24 of the Boca Raton Airport Authority accepting the Florida Airports Council Internship Grant for the Boca Raton Airport was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.**

Ms. Budd asked how candidates are identified. Ms. Straugh provided details on the application and interview process.

Mr. Kohut provided additional details on the Florida Airports Council grant.

Mr. Bryan presented the Change Order for the Airport Monument Sign with Signations.

**A MOTION to approve Resolution No. 03-11-24 of the Boca Raton Airport Authority approving Change Order No. 1 to the Agreement with Signations for additional electrical quantity to complete the Airport Road Monument Signs was made by Mr. Nau and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Bryan presented the Security Guard services contract renewal.

**A MOTION to approve Resolution No. 03-12-24 of the Boca Raton Airport Authority awarding a contract extension to Allied Universal Security for Security Guard services at the Boca Raton Airport was made by Mr. Fogel and seconded by Mr. Nau. The Motion carried unanimously.**

Ms. Budd asked for clarification regarding the length of the contract. Ms. Bennett stated that the contract was for three years with two one-year extensions, and the resolution presented is the second one-year extension.

Ms. Budd asked if the Airport had a formal process in place to evaluate a vendor prior to extending their contract. Ms. Bennett stated that the recommendation from Airport Management to continue the contract is based on Airport Managements observation of the vendor's performance.

Ms. Budd suggested that there should be a formal process in place and acknowledged it would need to be included in the initial contract.

Mr. Bryan presented an update on Airport Projects.

Ms. Melissa Barnett, Director of Account Manager, Garth Solutions presented the Corporate Identity and Community Engagement Program Update.

Mr. Kohut provided an update on the Boca Raton Airport Authority Appropriations Request and advised that the request was not included in the Senate proposed budget for this year. He added that Mr. Chris Lyon from Lewis Longman and Walker would provide additional information regarding the Appropriations Request at the April or May Board meeting.

Mr. Kohut shared details on the legislative updates provided to the Board earlier in the week.

Mr. Nau asked about the Live Local Act. Mr. Kohut provided some information on this Act and how it effects the Airport.

Mr. Tucker mentioned that Andy Thompson was reelected to the City Council and asked if Mr. Thompson would be invited to the Airport for a tour. Ms. Bennett said that Airport Management always invites newly elected officials to visit the Airport so they can be briefed on Airport activity.

**AUTHORITY MEMBERS REQUESTS AND REPORTS**

None

**PUBLIC INPUT**

There was no public input.

**OTHER BUSINESS**

There was no other business.

**MISCELLANEOUS**

The next regular meeting is scheduled for April 17, 2024 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

**ADJOURNMENT**

Meeting adjourned at 5:55 p.m.

R Kohut                      4/17/23  
Chair                                      Date