

**Boca Raton Airport Authority
Workshop Minutes
July 19, 2016
903 NW 35th Ave
Boca Raton, FL 33531
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on July 19, 2016 at 1:00 P.M.. The workshop was open to the public.

MEMBERS IN ATTENDANCE

Gene Folden	Chair
Bill Schwartz	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
Cheryl Budd	Board Member
William Helwig	Board Member
David Milledge	Board Member
Melvin Pollack	Board Member

COUNSEL

Dawn Meyers, Esquire – Berger Singerman
Paul Figg, Esquire – Berger Singerman

STAFF IN ATTENDANCE

Clara Bennett, Executive Director
Scott Kohut, Operations Manager
Ariadna Camilo, Accounting Coordinator
Christine Landers, Business Manager

I. Welcome and Introduction

Mr. Folden called the meeting to order at 1:00 p.m. and welcomed the attendees.

Ms. Bennett extended a welcome to Atlantic Aviation and presented them with a plaque in appreciation for their contribution to the Airport's 1st annual Tenant Appreciation Luncheon help in April.

II. Proposed Revisions to the Airport Sign Standards

Ms. Meyers gave an overview of the proposed sign changes.

A discussion ensued.

Recommendations were made to clarify wording. Ms. Meyers stated that the recommended changes would be made and presented to the Board for final approval.

III. Proposed Revisions to the Procurement Code

Mr. Figg gave an overview of the proposed Procurement Code changes.

Mr. Helwig expressed concern over the Executive Director's spending limits and also questioned the use of an outside consultant for the organizational review and the review of job descriptions.

Ms. Bennett explained the methodology for having an outside consultant review staffing, job descriptions and positions at the Airport.

A discussion ensued.

IV. Review of Florida Statutes Pertaining to Sunshine Law, Public Records and Ethics Requirements

Ms. Myers reviewed Florida Statutes pertaining to Sunshine Law, Public Records and Ethics Requirements.

V. Review of Current Organizational Structure and Summary of Major Job Functions

Ms. Bennett provided an overview of the current positions and job functions at the Airport along with the open positions of Deputy Director and Public Affairs Coordinator.

Mr. Helwig expressed concerns regarding the Deputy Director position and the overlap in job duties.

Mr. Fogel asked for clarification regarding the role of the Public Affairs position.

Mr. Pollock inquired whether the Airport receives any staff support from the City or County. Ms. Bennett explained that, as an Independent Special District, the Airport Authority is self-sufficient, and neither the City nor County provide staff or financial support to the Airport Authority.

VI. Discussion on Legal Services

Ms. Bennett offered an overview on legal expenses for the current year.

Mr. Helwig distributed an analysis depicting the hourly allocations of Berger Singerman legal expenses. Mr. Helwig questioned who directs Legal Counsel and approves invoices. He suggested that it may benefit the Airport to hire in-house counsel.

Mr. Fogel and Mr. Milledge both spoke regarding the benefits of having an outside firm represent the Airport Authority. They stated that having in-house legal counsel would

result in personnel costs in excess of what is currently spent in legal expenses and a lack of specialty availability.

VII. Review of Health Insurance Plan

Mr. Blodgett gave an overview of the healthcare insurance plan options available to the Airport, in order to provide family coverage.

VIII. Goal Setting Update

Ms. Bennett provided an update on the goals from January's Visioning Workshop.

VIX. Proposed Change to Meeting Start Time

Mr. Folden led a discussion on the start time for the monthly Boca Raton Airport Authority Board Meetings.

X. Discussion on Budget Process

Mr. Helwig requested that the budget be made available earlier to give the Authority Board Members more time to review it.

Ms. Bennett advised the Board that the budget would be distributed with the August meeting package and will be ready for review at the August meeting. Mr. Helwig agreed that would be enough time.

XI. Public Comment

Mr. Tom Thayer spoke regarding the organization.

Mr. Jack Fox spoke regarding job descriptions and the ability to obtain them from other airports.

Mr. Robert Weinroth thanked everyone for their service.

XII. Board Discussion

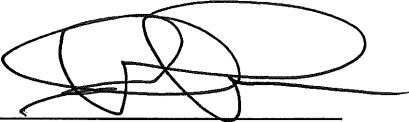
Mr. Helwig mentioned he would like the Airport to track the number of international flights to make sure Customs will be staffed correctly. Ms. Bennett advised that airport staff is currently tracking outbound international flights. Mr. Helwig recommended another workshop be held in January or February 2017 to discuss Customs.

Mr. Milledge mentioned the benefit of the workshop and would like to see another one in the future.

Ms. Budd and Mr. Fogel commented that the workshop is a great opportunity for communication.

ADJOURNMENT

Meeting adjourned at 4:17pm.



Gene Folden, Chair

9/21/16

Date