

**Boca Raton Airport Authority  
Workshop Minutes  
April 11, 2017  
903 NW 35<sup>th</sup> Ave  
Boca Raton, FL 33531  
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on April 11, 2017 at 1:00 P.M. The workshop was open to the public.

**MEMBERS IN ATTENDANCE**

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
Randy Nobles	Board Member
Melvin Pollack	Board Member
Tom Thayer	Board Member

**COUNSEL**

Robert Diffenderfer, Esquire – Lewis Longman & Walker  
Amy Petrick, Esquire – Lewis Longman & Walker

**STAFF IN ATTENDANCE**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Ariadna Camilo, Finance and Administration Manager  
Christine Landers, Business Manager  
Travis Bryan, Operations Manager  
Jose Blanco, Operations Coordinator  
Robert Abbott, Operations Coordinator

**Welcome and Introduction**

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

**I. Discussion on Boca Raton Airport Authority Investment Policy**

Mr. Thayer mentioned that the presentation given by Ms. Petrick states “other investments authorized by law or by ordinance for a county or a municipality” and in our case that is Palm Beach County and the City of Boca Raton.

Ms. Petrick explained that the reference to the passage Mr. Thayer read applied to the city or county ordinance. The BRAA special act does not include that option.

Mr. Thayer asked if Legal Counsel can develop language allowing different investments. Ms. Petrick advised that the Board would have to go to the State Legislature to amend

the BRAA special act. Mr. Diffenderfer also explained the language in the statute as to what the Airport Authority can do under its special act.

A discussion ensued.

Mr. Folden recommended Mr. Thayer to work on the legislative aspect of having the enabling act revised if he wished to continue.

## **II. Discussion on BRAA Drug and Alcohol Free Workplace Policy**

Ms. Petrick gave a presentation on Drug and Alcohol Free Workplace Policy. She focused on two questions. What is required by Federal or State law, including grant funding requirements? What is allowed by Federal law?

Ms. Petrick advised that BRAA is not required to do random or pre-employment drug tests.

A discussion ensued.

Ms. Petrick explained that the FAA has mandatory suspicion-less testing for safety-sensitive positions. Based on the current job descriptions at the BRAA there are no "safety-sensitive" positions. Possibly two positions could be redescribed to fit the safety sensitive definition.

Ms. Petrick discussed the consequences of doing pre-employment and random drug testing in the work place in relationship to Fourth Amendment rights.

A discussion ensued

Ms. Petrick provided her recommendations.

Mr. Folden said he would work with Ms. Petrick and bring a revised policy to the Board.

## **III. Discussion on BRAA Compensation**

Ms. Budd reminded the Board that approximately nine months ago the staff did a comparison of salaries and benefits.

Ms. Bennett gave an overview of the BRAA compensation structure, showing the history from 2011 to current.

A discussion ensued.

The Board directed staff to update the analysis done in 2014. Ms. Bennett will provide the Board with a scope of work for the comparisons.

Mr. Neil Haynie complemented Ms. Bennett on achieving a 25% reduction in personnel expenses during her tenure.

#### **IV. Discussion on Future Workshop Dates and Topics**

The Board discussed future workshops and agreed to schedule future workshops on an as needed basis.

#### **V. Discussion on Meeting Participation by Telephone**

Mr. Folden presented a suggested Bylaw change in reference to telephonic meeting participation.

A discussion ensued.

Mr. Folden advised he plans on bringing this forward as a Bylaws amendment to the next meeting.

Mr. Thayer asked if we can do something in the Bylaws regarding having to have a special meeting to change a meeting. Ms. Bennett agreed and said stated that Management intends to include a recommendation with the pending revisions to the Bylaws.

#### **VI. Board Member Reports**

Mr. Pollack asked about a recent Board Member resignation. Mr. Folden confirmed that Mr. David Milledge resigned earlier in the week.

Mr. Pollack asked about the policy of the Boca Raton Airport Authority to hire current or past Board Members. Ms. Petrick stated that she will research this policy and get back to the Board with her findings.

Mr. Thayer asked for an update on Customs. Ms. Bennett provided an update on construction activities and advised that Management will also present an update at the next meeting.

Mr. Thayer asked for an explanation between surplus funds and reserve funds.

Mr. Thayer questioned the way the Executive Director review is done on an annual basis.

Ms. Petrick advised that evaluations are public record after the vote is made. Any discussion ahead of time between the Members would be a violation of Sunshine law.

Mr. Thayer inquired about staffing at the Tower. Ms. Bennett reminded the Board that the contract is between the FAA and RVA not the Airport Authority. Ms. Bennett advised the Board that representatives from RVA will be attending the April 26, 2017 Board Meeting to additional address any concerns the Board may have.

Mr. Nobles recommended that we hire an outside facilitator at a future workshop to help the Board function more effectively.

Mr. Fogel mentioned the legal expenses. He wanted everyone to be aware of the costs involved with the topics being discussed.

Mr. Folden would like to amend Section 8.02 Allotted Time to change the speaking time from three minutes to five minutes.

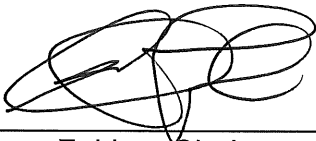
## **VII. Public Comment**

Mr. Neil Haynie spoke regarding the RVA contact, local noise situation in our area, he appreciated the workshop and interaction, also asked about staffing for the customs facility.

Lt. Col. Harding spoke regarding the need of a second hangar to accommodate a new plane. He is requesting the Authority consider financially supporting both of their hangars.

## **ADJOURNMENT**

Meeting adjourned at 4:14 p.m.



Gene Folden, Chair

4-26-17

Date