

**Boca Raton Airport Authority  
Workshop Minutes  
November 9, 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 November 9, 2017 at 2:00 P.M. The workshop was open to the public.

**MEMBERS IN ATTENDANCE**

Mitchell Fogel	Chair
Cheryl Budd	Vice-Chair – Arrived at 2:06 p.m.
Randy Nobles	Secretary/Treasurer
Gene Folden	Board Member
Jack Fox	Board Member
James Nau	Board Member
Melvin Pollack	Board Member

**COUNSEL**            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  
Robert Abbott, Operations Coordinator

**Welcome and Introduction**

Mr. Fogel called the meeting to order at 2:02 p.m. and welcomed the attendees.

**I. Update on Minimum Standards and Requirements for Aeronautical Activities Pertaining to Independent Operators**

Ms. Bennett gave an overview of the meeting held on Saturday, November 4, 2017 between Airport Management, Mr. Fox, representing the Board and representatives of the pilot community. Ms. Bennett advised they are exploring options for insurance requirements based on aircraft size and type.

Mr. Martin Heise, President of Runway 5-23 Hangar Condominium, spoke regarding the meeting on the 4<sup>th</sup> of November and stated that he would be working with Airport Management regarding new recommendations for Minimum Standards.

Mr. Fox confirmed that the meeting went well and that he has spoken with others regarding the tiered insurance option.

Mr. Pollack asked if the security on the Airport will change once the Customs facility opens. Ms. Bennett advised that activity around the Customs facility and in the facility itself will be affected.

A discussion ensued.

## **II. Discussion on Lease Provisions Requiring Disclosure of Change of Corporate Ownership of Lessees**

Mr. Nau spoke regarding possible concerns with change in ownership.

Ms. Petrick gave a legal overview on lease provisions.

A discussion ensued.

Mr. Fox expressed concerns of the security aspect involved when there is a change in corporate ownership.

Mr. Fogel recommended pursuing a policy for when there is a change in corporate ownership and having a vetting process in place.

Ms. Petrick will research some options regarding a vetting process.

## **III. Discussion on Drug and Alcohol Free Workplace Policy**

Ms. Petrick made a presentation on the proposed options for the Boca Raton Drug and Alcohol Free Workplace Policy.

A discussion ensued regarding safety sensitive positions at the Airport.

Mr. Folden stated he does not believe there is concern currently at the Airport, but all Airport Management staff should have the protection to work in a drug free workplace.

Mr. Nobles believes there is too much risk involved in random testing.

Ms. Budd inquired about current training that the Airport currently has in place.

Ms. Budd provided an overview of current training and procedures.

## **IV. Presentation on Salary Survey Findings**

Ms. Gale LaRache, Project Manager with ADK Consulting & Executive Search, provided her findings for the Boca Raton Airport Authority Management Team Compensation

Study. Ms. LaRache gave an overview of the methodology, finding and recommendations.

Mr. Fox recommended that the highest and lowest responses be eliminated.

A discussion ensued.

Ms. LaRache was asked to recalculate her findings.

**V. Discussion on Employee Benefits**

Ms. Bennett provided an overview of the current benefits being offered to Airport Management.

Ms. Camilo provided options to offer Airport Management a wider selection of benefits without any additional cost to the Airport.

**VI. Public Comment**

There was no public comment.

**ADJOURNMENT**

Meeting adjourned at 5:13 p.m.

  
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Mitchell Fogel, Chair

12-13-17  
Date