

**Boca Raton Airport Authority
Meeting Minutes
January 17, 2018
Boca Raton City Hall – Council Chambers**

Chair Mitchell Fogel called the meeting to order at 6:00 P.M.

BOARD MEMBERS

Mitchell Fogel	Chair
Cheryl Budd	Vice-Chair
Randy Nobles	Secretary/Treasurer
Gene Folden	Board Member
Jack Fox	Board Member
James R Nau	Board Member
Melvin Pollack	Board Member - ABSENT

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman Walker

STAFF

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

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority Website, www.bocairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 13, 2017 Regular Meeting was made by Ms. Budd and seconded by Mr. Fox. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

Ms. Bennett introduced William “Drew” Urbanek, the new Operations Coordinator.

CONSENT AGENDA

There were no items on the consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

Mr. Nobles and Ms. Camilo presented the Financial Report for December 2017.

A MOTION to approve the Financial Report for December 2017 was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Salvatore D'Amico, Chief Operating Officer, Privaira spoke regarding the IAWA's General Aviation Women's Leadership Forum event to be held at Privaira.

A MOTION to approve Resolution No. 01-01-18 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation for their request to host a special event on their leasehold premises for Sky One Holdings, LLC d/b/a Privaira on January 25, 2018 was made by Mr. Fox and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Salvatore D'Amico, Chief Operating Officer, Privaira spoke regarding their request to host an aviation themed children's event on March 17, 2018.

A MOTION to approve Resolution No. 01-02-18 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation for their request to host a special event on their leasehold premises for Sky One Holdings, LLC d/b/a Privaira on March 17, 2018 was made by Mr. Folden and seconded by Mr. Nobles. The Motion carried unanimously.

Mr. Garry Madolid, Station Manager, Signature Flight Support spoke regarding the upcoming Wings of Freedom event to be held on January 22-25, 2018.

A MOTION to approve Resolution No. 01-03-18 of the Boca Raton Airport Authority granting conditional approval to Signature Flight Support to host the Collings Foundation's "Wings of Freedom" tour special event on January 22-25, 2018 was made by Mr. Fox and seconded by Mr. Folden. The Motion carried unanimously.

Lt. Col Michael T. Harding, Civil Air Patrol spoke regarding their donation request to cover the rental of two hangars. He also thanked the Boca Raton Airport Authority for their continued support.

A MOTION to approve a financial donation in the amount of \$6,594.75 to Civil Air Patrol was made by Mr. Nau and seconded by Mr. Nobles. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of December 2017.

Mr. Abbott presented the Aircraft Noise Exposure Contour update and answered questions.

Mr. Kohut presented a Joint Participation Agreement from the State of Florida for a Facilities Management Plan.

A discussion ensued.

A MOTION to approve Resolution No. 01-04-18 of the Boca Raton Airport Authority accepting the Joint Participation Agreement with the State of Florida Department of Transportation for a Facilities Management Plan at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Nobles. The Motion carried unanimously.

Ms. Landers advised the Board that the November Board meeting would be the Wednesday before Thanksgiving.

A discussion ensued and the Board requested that staff check with the City of Boca Raton to see what additional options were available.

Ms. Budd provided an overview of the performance review process for the Executive Director.

Mr. Fox offered an alternative to the current process for the Executive Director's annual review.

A discussion ensued.

Mr. Fogel summarized the discussion and suggested that options may be discussed at an upcoming workshop.

A MOTION to award Ms. Bennett a 5% merit increase was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

A MOTION to award Ms. Bennett a 15% performance bonus was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

Ms. Budd then wanted to clarify what was discussed and what the options would be based on the Executive Director's current contract.

A discussion ensued.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Fox advised the Board that Irvin Stovroff, a WWII Veteran, passed away on the 16th of January.

Mr. Folden advised the Board that the Midtown project is being voted on at the next City Council meeting and suggested that there be an avigation easement for that project. Mr. Folden recommended that Board Members attend the meeting and express the Airport's concerns. Ms. Bennett stated that she would attend the meeting and speak on behalf of the Airport Authority.

A discussion ensued.

A MOTION to request the City to include an avigation easement as a condition for approval of the Midtown project was made by Mr. Folden and seconded by Mr. Fox. The Motion carried unanimously.

The Board requested that Lewis Longman and Walker compose a letter to be sent to City officials.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Bryce Wagner, resident Project engineer for Ricondo and Associates, Inc. provided an update on the construction status of the Customs and Border Protection Facility.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, February 21, 2018 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 7:41 p.m.



Mitchell Fogel, Chair



Date