

**Boca Raton Airport Authority
Workshop Minutes
April 5, 2018
903 NW 35th Ave
Boca Raton, FL 33531
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on April 5, 2018 at 2:11 P.M. The workshop was open to the public.

MEMBERS IN ATTENDANCE

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

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
William Urbanek, Operations Coordinator

Welcome and Introduction

Mr. Fogel called the meeting to order at 2:11 p.m. and welcomed the attendees.

I. Discussion on Land Opportunities:

Ms. Bennett provided an update on the Airport Authority's activities over the past few years with regard to land opportunities.

Mr. Andrew Duffel, President and CEO of the Research Park presented an update on efforts to reacquire subleased land in the Research Park. Mr. Duffel stated that if they are successful they would be open to discussions with the Airport regarding sub-leasing additional available land.

Mr. Pollack asked about the property south of the Administration Building. Ms. Bennett explained that that property belongs to FAU and is a Nature Preserve. Ms. Bennett also outlined her discussions in the past with FAU regarding that parcel of land.

A discussion ensued.

Mr. Nobles inquired about what the Airport Authority's plan was for land use if additional land is acquired.

Mr. Folden and Ms. Budd provided a history of what the Authority has done regarding land opportunities.

Mr. Fox provided input and suggested Airport Management reach out to government officials to see what can be done about acquiring this land.

A discussion ensued.

The Board provided direction for the Executive Director to reach out to FAU regarding the preserve area and to discuss options with Legal Counsel regarding ownership by State.

II. Discussion on self-service fueling.

Mr. Devin Lawrence, General Manager Atlantic Aviation spoke regarding self-service fueling. Atlantic Aviation is researching options to possibly provide this service.

A discussion ensued.

III. Presentation on ramp driving permit program.

Mr. Abbott presented the proposed ramp driving permit program developed by the Airport Authority.

Mr. Pollack expressed concerns over the proposed program.

A discussion ensued.

Mr. Fogel recommended staff revisit the program by reducing the number of different ramp passes and simplifying the process.

IV. Discussion on Airport Name Change.

Ms. Bennett explained that most carrier airports that accept international flights do have international in their name. Most General Aviation airports do not use international in their name.

Ms. Petrick advised the Board that in order to change the name of the Airport the Airport Authority would have to request that the Airport Enabling Act be revised.

A discussion ensued.

V. Discussion on Executive Director Employment Agreement.

Mr. Nobles asked where the current contract stands for the Executive Director.

Ms. Bennett advised that her current contract is in effect until Feb 2020. Ms. Bennett advised that nothing has been done since her arrival to the Airport with regard to her contract. There have been various compensation studies in relationship to her salary and the compensation plan for the entire staff. Ms. Bennett provided an overview of the studies that were completed.

Mr. Nobles advised he does not believe another compensation study is needed. The main concern is the bonus portion of the contract. Mr. Nobles asked whether the measurements on how the bonus is paid can be more objective. Mr. Nobles asked whether the Executive Director is open to discussing the terms of the contract.

A discussion ensued.

Ms. Bennett stated she did not have legal counsel present, but it is her desire to settle any issues so that the matter does not continually surface.

The Board asked Mr. Nobles to review the performance review process and come up with options to make it more objective and measurable.

VI. Public Comment

Mr. Tom Thayer spoke regarding the Airport's legal representation.

VII. Miscellaneous

Mr. Folden asked if the noise monitors were delayed. Mr. Abbott advised that they are synchronized.

Mr. Fox asked the Executive Director to consider the option of using the rooms available in the Administration Building for public use.

ADJOURNMENT

Meeting adjourned at 4:46 p.m.



Mitchell Fogel, Chair



Date