

**Boca Raton Airport Authority  
Workshop Minutes  
June 4, 2019  
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 June 4, 2019 at 1:00 P.M. The workshop was open to the public.

**MEMBERS IN ATTENDANCE**

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

**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 1:00 p.m. and welcomed the attendees.

Ms. Bennett introduced Mr. Ian Leon, who is the 2019 Boca Raton Airport Scholarship and Ken A Day Scholarship recipient.

Mr. Leon thanked the Board for their support.

**I. Presentation on the 75<sup>th</sup> Anniversary of the May 12, 1944 B-34 Crash.**

Chief Tom Wood, Boca Raton Fire Rescue gave a presentation on the history of the B-34 crash that occurred in Boca Raton on May 12, 1944 and the history of the Boca Raton Airport Fire Department.

**2. Update on FAA requirements for drone operations.**

Mr. Kohut provided an update on the new FAA requirements for drone operations.

Mr. Folden inquired as to if the Air Traffic Control Tower had an ADSB system in place. Mr. Kohut responded that there is not related equipment at the Tower at this time. Ms. Bennett added that Airport Management will look into it.

### **3. Noise Abatement Program.**

Mr. Abbott presented an overview and update on the Boca Raton Airport Authority Noise Abatement Program.

Mr. Folden provided suggestions of ways to acquire additional noise concern information from the community.

A discussion ensued. It was the consensus of the Board that Airport Management will continue to explore ways to educate the community about noise issues and to work with the City of Boca Raton regarding disclosure to prospective buyers.

### **4. Update on Customs and Border Protection Facility.**

Mr. Bryan provided highlights from the first year of operations for the Custom and Border Protection Facility.

Ms. Landers provided information regarding the past and present community engagement initiatives to promote the service.

Ms. Camilo provided information regarding the financial results for the first year of operation of the Facility.

Mr. Neil Haynie asked if the facility itself met the needs of the users. Ms. Bennett advised that the facility is accommodating demand per the original design.

### **5. Staff Training and Certifications.**

Ms. Bennett provided information regarding on going training and certifications held by Airport Management.

### **6. Boca Raton Airport Authority Strategic Plan.**

Ms. Budd provided an overview of Strategic Planning and its benefits to the organization.

Ms. Bennett provided insight into the previous Strategic Plan that was completed in 2011 and how it is used by the Airport Authority in establishing the annual budget and business goals.

Mr. Remy Lucette, PMP, CM, Director, Ricondo and Associates provided information regarding the proposed strategic plan that will begin in the Fall 2019.

Mr. Nobles inquired about the cost. Ms. Bennett responded that the budget is \$200,000 however, the actual cost will depend on the elements included in the scope. Mr. Pete Ricondo, P.E., Senior Vice President, Ricondo and Associates, provided examples of various alternatives that would impact the project cost and schedule.

A discussion ensued.

#### **7. Board Member comments.**

Mr. Pollack inquired about plans for the four-story building on Atlantic Aviation's leasehold. Ms. Bennett provided information regarding the improvement reversion and stated that Atlantic Aviation intends to continue the operation of the building for office leases.

Mr. Pollack suggested the Board investigate alternate ways to simplify the process for the Executive Director's annual review.

Ms. Budd reminded attendees that everything that is done in relationship to the Boca Raton Airport Authority must be done according to the Sunshine Law.

Ms. Budd thanked Airport Management and felt the Strategic Planning presentation was a great introduction for the upcoming project.

Mr. Nau echoed Ms. Budd's comments.

Mr. Fogel agreed it was a very good and productive workshop.

#### **8. Public Comment**

Mr. Neil Haynie thanked everyone for a good workshop.

#### **ADJOURNMENT**

Meeting adjourned at 3:37 p.m.



Chair

19 JUN 2019

Date