

**Boca Raton Airport Authority
Meeting Minutes
December 18, 2019
Boca Raton City Hall – Council Chambers**

Chair Melvin Pollack called the meeting to order at 2:00 P.M.

BOARD MEMBERS

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

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker
Janice Rustin, 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 and Finance Analyst
William Urbanek, Operations Coordinator
Robert Pratt, Operations and Admin. 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.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the November 20, 2019 Regular Meeting was made by Mr. Nau and seconded by Mr. Fogel. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

There were no items on the consent agenda.

PUBLIC REQUESTS

Mr. Robert Stark spoke regarding relief efforts still going on in the Bahamas and requested additional waiver of Customs user fees for a group of up to 19 pilots for an upcoming trip.

Mr. Folden inquired as to the number of airplanes in the group that are based at the Boca Raton Airport. Mr. Stark stated he did not know the answer.

Mr. Pollack requested a summary of what the Boca Raton Airport has already done regarding relief efforts. Ms. Bennett advised that the Airport waived Customs user fees for 60 days, totaling approximately \$40,000.

A discussion ensued.

Mr. Folden recommended that Mr. Stark and his colleagues contemplate a more formal avenue for continued Bahamas relief efforts, such as a charity partnership, in order to assist in the expenses and allow the Airport to consider further support.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for November 2019.

Mr. Pollack inquired about the variance in marketing expenditures. Ms. Camilo advised the Board the variance was related to onetime expenses for sponsorships and the BRAA Scholarship Fund occurring in the first quarter.

A MOTION to approve the Financial Report for November 2019 was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Bryan presented a special event request from Signature Flight Support Corporation to host La Bella Macchina on January 23, 2020.

Mr. Folden inquired about the parking plan.

Mr. Garry Madolid, General Manager, Signature Flight Support introduced Mr. John Barnes, President, Cavalino Events, Inc. Mr. Madolid spoke regarding the parking plan for the event.

A MOTION to approve Resolution No. 12-23-19 of the Boca Raton Airport Authority granting conditional approval of the request from Signature Flight Support Corporation to host the La Bella Macchina event on January 23, 2020 was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Bryan presented a special event request from Atlantic Aviation to host the Leukemia & Lymphoma Society Light the Night Awards Reception on January 28, 2020 in Privaira's hangar complex.

A MOTION to approve Resolution No. 12-24-19 of the Boca Raton Airport Authority granting conditional approval of the request from Atlantic Aviation to host the Leukemia & Lymphoma Society Light the Night Awards Reception on January 28, 2020 was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Nobles commented on the great events held at the Airport and stated events as these should be encouraged. Mr. Nobles inquired if the Airport has a way to measure the impact these events have on the Airport from a public relations perspective.

Ms. Bennett stated that standard for events occurring at the Airport is that they be in support of non-profit organizations, ensuring a community aspect. The number of events occurring at the Airport is driven by the individual fixed based operators. Ms. Bennett stated Airport Management will work with Pace Communications and the FBOs to attempt to quantify the results of these events.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of November 2019.

Ms. Bennett provided an update on the Airport Road Improvements Project. Ms. Bennett thanked Mr. Folden for his input and guidance on this project.

Ms. Sharron Hauber, Hauber Fowler & Associates, LLC presented updated plans for the Airport Road Improvement Project.

Mr. Folden provided input on the plans.

Mr. Kohut presented a request to renew the agreement with Dickey Consulting Services for Disadvantaged Business Enterprise Program Administration Services.

A MOTION to approve Resolution No. 12-25-19 of the Boca Raton Airport Authority renewing the agreement between the Authority and Dickey Consulting Services for Disadvantaged Business Enterprise (DBE) Program Administrator Services for the period beginning on January 1, 2020 and ending on December 31, 2020 was made by Mr. Nau and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Amy Petrick, Lewis Longman and Walker introduced Ms. Janice Rustin, Lewis Longman and Walker and acknowledged her assistance in the process of updating the Boca Raton Airport Authority's Personnel Manual and the Procurement Code.

Mr. Nobles provided an overview of the Personnel Manual review process and the recommended revisions.

Ms. Amy Petrick, Lewis Longman and Walker presented the recommended revisions to the Manual and explained the legal, operational and administrative reasons behind the revisions.

Mr. Fogel inquired about the unpaid leave policy. Ms. Petrick explained that the policy was removed due the potential organizational impact, given the small number of employees at the Airport Authority.

Mr. Folden requested clarification regarding certain terminology in the Manual. Ms. Petrick provided additional details for those terms.

A MOTION to approve Resolution No. 12-26.19 of the Boca Raton Airport Authority amending and restating the Boca Raton Airport Authority Employee Handbook, hereafter known as the Personnel Policies and Procedures Manual, was made by Mr. Folden and seconded by Mr. Fogel. The Motion carried unanimously.

Ms. Bennett introduced the revised Procurement Code and thanked Mr. Nau for his input in the process.

Ms. Amy Petrick, Lewis Longman and Walker presented the recommended changes to the Procurement Code and explained the reasons behind the changes.

A MOTION to approve Resolution No. 12-27-19 of the Boca Raton Airport Authority amending the Boca Raton Airport Authority Procurement Code was made by Mr. Nau and seconded by Mr. Folden. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no Authority Member requests or reports.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Pollack thanked everyone and wished everyone a Happy Holiday.

Mr. Nobles also wished everyone a Happy Holiday.

MISCELLANEOUS


The next regularly scheduled meeting is Wednesday January 15, 2020 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 3:58 p.m.



Melvin Pollack, Chair



Date