

**Boca Raton Airport Authority  
Meeting Minutes  
January 15, 2020  
Boca Raton City Hall – Council Chambers**

Chair Melvin Pollack called the meeting to order at 6:00 P.M.

**BOARD MEMBERS**

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

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
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](http://www.bocaairport.com) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the December 2019 Regular Meeting was made by Ms. Budd and seconded by Mr. Nobles. The Motion carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**PUBLIC REQUESTS**

There were no public requests.

**CONSENT AGENDA**

There were no items on the consent agenda.

## **FEDERAL, STATE AND MUNICIPAL INPUT**

There was no Federal, State or Municipal Input.

## **FINANCIAL REPORT**

Mr. Abbott presented the Financial Report for December 2019.

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

## **TENANT REPORTS AND REQUESTS**

There were no tenant reports or requests.

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Urbanek presented the Noise Abatement/Operations Summary for the month of December 2019.

Mr. Tucker stated he had the opportunity to speak to one of the residents who submitted a noise concern, and he found that the resident was very appreciative of the information provided by Airport Management.

Ms. Bennett presented a Public Transportation Grant Agreement for Financial Project No. 429710-1-94-01 with the State of Florida Department of Transportation for Security Enhancements – Phase 4 at the Boca Raton Airport.

Mr. Pollack inquired about the timeline and scope of work for the project. Ms. Bennett advised that no work can begin until the grant is in place, but Airport Management is developing the scope of work for the project and exploring options, including camera upgrades, video surveillance, fiberoptic cabling and electronic equipment.

**A MOTION to approve Resolution No. 01-01-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Security Enhancements – Phase 4 at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.**

Ms. Bennett presented a Public Transportation Grant Agreement for Financial Project No. 441605-1-04-1 with the State of Florida Department of Transportation for an Observation Area at the Boca Raton Airport.

Mr. Tucker inquired as to how Management will promote the planned Observation Area. Ms. Bennett advised that there will be a campaign promoting the new Observation Area, including community outreach, social media, press coverage and signage.

**A MOTION to approve Resolution No. 01-02-20 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for an Observation Area at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.**

Mr. Bryan presented the results of Invitation to Bid No. 2019-BRAA-01 – Air Traffic Control Tower (ATCT) Renovations Phase II Glass Replacement and recommended a contract award to A-Christian Glass & Mirror Co.

A discussion ensued.

Mr. Pollack inquired as to the timeline for the project. Mr. Bryan advised that the project is anticipated to take three to four months, and that the work will be performed during the day.

Mr. Josh Overmyer, Design Consultant, A-Christian Glass & Mirror Co. provided a brief overview of the company and timeline for installation.

**A MOTION to approve Resolution No. 01-03-20 of the Boca Raton Airport Authority awarding a contract for Air Traffic Control Tower Renovations Phase II Glass Replacement to A-Christian Glass & Mirror Co. was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.**

Ms. Landers presented the quarterly update on the Airport's Corporate Identity and Community Engagement program.

Mr. Pollack introduced the Executive Director's annual performance evaluation and provided an overview of the process.

**A MOTION to approve a salary adjustment for the Executive Director of 4% was made by Mr. Pollack and seconded by Mr. Folden.**

Mr. Folden inquired about the Executive Director's current salary.

Ms. Budd provided a summary of the Executive Director performance review and salary adjustment process. Mr. Nobles provided additional insight regarding the efforts made in 2019 by the Board to structure a more objective and quantifiable review process.

Mr. Tucker commended the Executive Director and stated his recommendation of a 5% salary adjustment.

A discussion ensued.

Mr. Pollack withdrew his motion for a 4% salary increase.

**A MOTION to approve a salary adjustment for the Executive Director of 5% was made by Mr. Tucker and seconded by Mr. Nobles. The Motion carried unanimously.**

Mr. Pollack inquired as the range for the performance bonus. Mr. Nobles stated that the performance bonus is up to 15%. Ms. Petrick advised that per the Personnel Manual and the process followed in prior years the bonus would be applied to the new salary.

A discussion ensued.

**A MOTION to award the Executive Director a 15% performance bonus was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.**

### **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Mr. Tucker inquired about the upcoming special events at the Airport. Ms. Bennett provided details regarding both upcoming tenant special events.

Mr. Tucker inquired about the upcoming Super Bowl weekend. Ms. Bennett advised the Board of the restrictions placed on the Airport by the FAA and the NFL and how airport tenants are handling to those restrictions.

### **PUBLIC INPUT**

There was no public input.

### **OTHER BUSINESS**

There was no additional business.

### **MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, February 19, 2020 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

### **ADJOURNMENT**

Meeting adjourned at 6:53 p.m.



Melvin Pollack, Chair



Date