

**Boca Raton Airport Authority  
Meeting Minutes  
January 20, 2021  
Renaissance Boca Raton Hotel**

Mr. 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
Cheryl Budd	Board Member
Mitchell Fogel	Board Member
Gene Folden	Board Member
Bob Tucker	Board Member

**COUNSEL**

Janice Ruskin, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Travis Bryan, Operations Manager  
Christine Landers, Business Manager  
Robert Abbott, Operations and Finance Analyst  
Robert Pratt, Operations and Administration Coordinator  
Jada Stewart, Accounting Coordinator

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the December 16, 2021 Regular Meeting was made by Ms. Budd and seconded by Mr. Tucker. 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. Nau advised that he had reviewed the December Financial Report and found it satisfactory.

Ms. Stewart presented the Financial Report for December 2020.

**A MOTION to approve the Financial Report for December 2020 was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.**

## **TENANT REPORTS AND REQUESTS**

Ms. Bennett provided an update on the Premier Aviation of Boca Raton, LLC Phase III development requirement and the status of the proposed sublease with City Furniture.

Ms. Budd asked how the status of the sublease could affect the timelines required for submittal of development plans. Ms. Bennett stated that Premier would need to bring forward the 50% plans, as required per the Ninth Amendment to Lease Agreement, or request a modification of that requirement at the February meeting.

Mr. Bryan presented a request from Signature Flight Support Corporation to host a Special Event benefiting charity on April 17, 2021.

**A MOTION to approve Resolution No. 01-01-21 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host a Special Event benefiting charity on April 17, 2021 was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Bryan presented a request from Atlantic Aviation to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira on May 1, 2021.

**A MOTION to approve Resolution No. 01-02-21 of the Boca Raton Airport Authority conditionally approving the request of Atlantic Aviation to host a Special Event on their leasehold premises Sky One Holdings, dba Privaira on May 1, 2021 was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.**

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Pratt presented the Noise Abatement/Operations Summary for the month of December 2020.

Mr. Kohut presented the results of the Invitation to Bid No. 2020-BRAA-003 for Airport Road Improvements and recommended a contract award to Weekley Asphalt Paving, Inc.

**A MOTION to approve Resolution No. 01-03-21 of the Boca Raton Airport Authority awarding a contract for Airport Road Improvements, pursuant to the terms specified in the invitation to Bid 2020-BRAA-003 to Weekley Asphalt Paving, Inc. was made by Mr. Tucker and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Pollack introduced the Executive Director's annual performance evaluation asked Mr. Nobles to explain the process.

Mr. Nobles outlined the performance evaluation process and the overall rating for the Executive Director.

**A MOTION to approve a salary adjustment for the Executive Director of 4.5% was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Pollack reminded the Board that a Management Team Compensation Study was included in the 2020 budget. However, it was deferred as a cost-saving measure. Mr. Pollack inquired if the study should be done in 2021 or if it should be deferred again.

Mr. Nobles recommended proceeding with the Management Team Compensation Study in 2021 and stated that it should include the bonus compensation. Mr. Folden agreed but would like it expanded to include all compensation.

Ms. Budd recommended looking at different compensation options and including a stretch goal for the Executive Director in the future.

A discussion ensued.

Ms. Bennett provided details regarding the 2017 Management Team Compensation Study.

**A MOTION to complete a Management Team Compensation Study in 2021 was made by Mr. Folden and seconded by Mr. Tucker. The Motion carried unanimously.**

**A MOTION to award the Executive Director a 14.6% performance bonus was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.**

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

There were no Member requests or reports.

**PUBLIC INPUT**

There was no public input.

**OTHER BUSINESS**

Ms. Budd suggested incorporating industry updates into future Board meetings as time permits.

Mr. Nobles recommended moving items to the consent agenda when appropriate.

Mr. Folden stated that he would like to hear from various members of Airport Management as time permits.

**MISCELLANEOUS**

The next regular meeting is scheduled for February 17, 2021 at 6:00 p.m. Due to COVID-19, information on the location of the meeting and how to participate will be announced at a later date via the meeting notice.

**ADJOURNMENT**

Meeting adjourned at 6:40 p.m.



Melvin Pollack, Chair



Date