

**Boca Raton Airport Authority
Meeting Minutes
January 19, 2022
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 6:00 p.m.

BOARD MEMBERS

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

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Christine Landers, Office Manager
Jada Stewart, Accounting Manager
Vanessa Chen, Community Engagement Specialist

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 15, 2021 Regular Meeting was made by Mr. Pollack and seconded by Mr. Folden. 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

Ms. Stewart presented the Financial Report for December 2021.

A MOTION to approve the Financial Report for December 2021 was made by Mr. Fogel and seconded by Mr. Pollack. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Kohut presented the Noise Abatement/Operations Summary for the month of December 2021.

Mr. Pollack asked if Airport Management should contact the FAA and have them address community concerns. Mr. Kohut advised the Board that Airport Management had contacted the FAA and requested a meeting with the residents south of the Airport, however, the FAA indicated that they do not meet with individual homeowners, preferring instead that area residents use the agency's online portal to register their complaints.

Mr. Tucker shared the most recent edition of the Boca Bath and Tennis *Babble*, which included an article from the Airport regarding noise abatement. Mr. Tucker suggested reaching out to other communities with the same or similar message.

Ms. Budd recommended looking into additional ways to get the message out to the community.

Ms. Bennett reported that Airport Management reached out to other communities, including the Federation of Homeowners Association, and would contact additional neighborhoods and the City of the Boca Raton.

Mr. Nau advised the Board that the annual Noise Report would be presented at a future meeting.

Ms. Stewart presented the amended Accounting Policy and Procedures Manual and highlighted some of the amendments.

Ms. Bennett advised the Board that the new manual included language to address any future staff title changes that will not require Board approval.

A MOTION to approve Resolution No. 01-01-22 of the Boca Raton Airport Authority amending the Accounting Policy and Procedures Manual was made by Mr. Pollack and seconded by Mr. Tucker. The Motion carried unanimously.

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

Mr. Nobles stated that he has worked with the Executive Director and the HR consultant to evaluate the performance evaluation process and provided suggestions for a new evaluation form. ADK Consulting also provided recommendations for a new pay range and performance incentive for the Executive Director. Mr. Nobles advised the Board that the consultant reviewed the compensation package and recommended a contract review.

Ms. Budd asked if the Board would be discussing the staff compensation study. Ms. Bennett advised the Board they were provided with the results and Board approval was not necessary. Ms. Budd wanted the record to reflect that a study was done to address staff compensation concurrently with the study done for the Executive Director position. Ms. Budd added that there were adjustments made to staff based on the outcome of the study.

A MOTION to accept the consultant's report for the new salary range and performance incentive was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Nobles provided the overall performance evaluation rating by the Board.

A MOTION to approve a salary adjustment for the Executive Director of 4.82% was made by Ms. Budd and seconded by Mr. Pollack.

A discussion ensued.

Ms. Budd agreed to amend her Motion.

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

A MOTION to award the Executive Director with a 20% performance bonus was made by Mr. Fogel and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Nau recommended appointing Mr. Nobles to work with Ms. Petrick to review the Executive Director's contract. The Board agreed unanimously.

Ms. Bennett thanked the Board for their continued support.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nau presented a request to move the Boca Raton Airport Authority Board Meeting time to 5:00 p.m., beginning with the February meeting.

A MOTION to move the Board meeting start time from 6:00 p.m. to 5:00 p.m. was made by Mr. Pollack and seconded by Mr. Folden. The MOTION carried unanimously.

Ms. Petrick advised the Board that a consensus of the Board would be sufficient to change the meeting time.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Tucker inquired about the 5G implementation and how that may affect the Boca Raton Airport. Ms. Bennett advised the Board that the 5G antennas installed along Airport Road by AT&T are not on C Band, which is the band that causes the issues with landing aircraft. However, the entire area is blanketed by other 5G antennas and there is an active Notice to Air Missions (NOTAM) for Boca Raton Airport alerting pilots of the issue.

Mr. Kohut advised the Board that the NOTAM regarding 5G was issued by the FAA and explained how the NOTAM affects the airport.

Mr. Folden stated that, in our area, all the 5G antennas are low level and have a range of 1,800 feet and they are aimed below the horizon.

Ms. Budd suggested Airport Management provide updates on industry trends to the Board at future meetings. Mr. Nobles suggested this could be done at Board Workshops with the possibility of inviting outside speakers to attend.

MISCELLANEOUS

The next regular meeting is scheduled for February 16, 2022 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 6:40 p.m.


James R. Nau, Chair 2/16/2022
Date