

**2023 Boca Raton Airport Authority  
Meeting Minutes  
January 18, 2023  
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 5:00 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 - ABSENT

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Travis Bryan, Operations Director  
Christine Landers, Office Manager  
Robert Abbott, Finance and Administration Manager  
Hannah Oakland, Operations Coordinator  
Erin Spiropoulos, Finance and Administration Intern  
Lorrel Haffenden, Operations Intern

Ms. Bennett introduced Ms. Lorrel Haffenden, the new Airport Operations Intern, to the Board.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the December 14, 2022 Regular Meeting was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

**AGENDA CHANGES**

Ms. Bennett asked to move Items IXB and IXC to the end of the Agenda.

**A MOTION to approve the agenda changes was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.**

**PUBLIC REQUESTS**

There were no public requests.

**CONSENT AGENDA**

A. Noise Abatement/Operations Summary for the month of December 2022.

- B. Request to approve the Public Transportation Grant Agreement for Financial Project No. 445969-1-94-01 with the State of Florida Department of Transportation for BCT Airport Service Road Rehabilitation at the Boca Raton Airport.

Consider Resolution No. 01-01-23 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for BCT Airport Service Road Rehabilitation at the Boca Raton Airport.

- C. Request to approve the Public Transportation Grant Agreement for Financial Project No. 449590-1-94-01 with the State of Florida Department of Transportation for Stormwater Improvements and Wildlife Mitigation (Phase 1A) – Design and Professional Services at the Boca Raton Airport.

Consider Resolution No. 01-02-23 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Stormwater Improvements and Wildlife Mitigation (Phase 1A) – Design and Professional Services at the Boca Raton Airport.

- D. Decorative Entry Wall Features – Change Order No. 1.

Consider Resolution No. 01-04-23 of the Boca Raton Airport Authority approving Change Order No. 1 to the Agreement with Ranger Construction for additional concrete quantity to complete the Decorative Entry Wall Features.

- E. Establishment of a List of Hearing Officers.

**A MOTION to approve the Consent Agenda was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.**

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

There was no Federal, State or Municipal Input.

#### **FINANCIAL REPORT**

Mr. Nobles advised the Board that the Financial Report was updated to include fuel numbers for Signature Flight Support and pointed out a separate line item under legal expenditures for litigation costs.

Mr. Abbott presented the Financial Report for December 2022.

**A MOTION to approve the Financial Report for December 2022 was made by Mr. Tucker and seconded by Mr. Folden. The Motion carried unanimously.**



## **TENANT REPORTS AND REQUESTS**

There were no tenant reports or requests.

## **EXECUTIVE DIRECTOR AND STAFF REPORT**

Ms. Budd provided an overview of the process used to select the best-qualified marketing agency.

Ms. Bennett provided an overview of the Public Relations and Marketing Services RFP and recommended awarding the Public Relations and Marketing Services Contract to Garth Solutions, Inc.

Ms. Yvonne Garth, President and CEO Garth Solutions Inc., introduced her team and thanked the Board for their confidence in awarding the contract to Garth Solutions, Inc. Ms. Garth provided background history for her agency.

Mr. Tucker asked what experience Garth Solutions, Inc. had in dealing with crisis communications. Ms. Garth provided details of issues they have dealt with in the past.

**A MOTION to approve Resolution No. 01-03-23 of the Boca Raton Airport Authority authorizing an agreement with Garth Solutions, Inc. for Public Relations and Marketing Services was made by Mr. Nobles and seconded by Mr. Tucker. The Motion carried unanimously.**

Ms. Bennett reported that Airport Management and Legal Counsel were able to address all the concerns expressed by the City of Boca Raton and the City approved a resolution supporting the Enabling Act. Ms. Bennett added that the revised Enabling Act was presented to the County, and they had no concerns.

Ms. Bennett added that Mr. Nau, Mr. Kohut, Mr. Diffenderfer and Mr. Lyon attended the Palm Beach Delegation meeting, and the Enabling Act was approved as part of the Delegation's 2023 legislative agenda.

Mr. Nau advised the Board that the Airport has a sponsor for the Bill and a notice in the paper will be posted.

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

Mr. Nobles provided details on the rating process for the Executive Director's performance evaluation by the Board and the outcome of this year's review.

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

Mr. Nobles explained the process for awarding the Executive Director a performance bonus.

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

Ms. Bennett thanked the Board for their continued support.

Mr. Kohut provided an update on the Airport Observation Area project.

Mr. Nobles asked if visitors to the Observation Area would be able to hear the tower. Mr. Kohut replied that speakers are included in the plans.

Mr. Folden asked if the project had to go through the City of Boca Raton for permitting. Mr. Kohut stated that it will not need City approval but will need to be presented to the Research Park Maintenance Committee for approval.

Mr. Kohut provided an update on the Administration Building renovations.

Mr. Nobles asked if the conference room could be used by outside organizations. Ms. Bennett explained that in the past the conference room has been made available to organizations with connections to the Airport Authority.

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

There were no Authority Members requests or reports.

#### **PUBLIC INPUT**

There was no public input.

#### **OTHER BUSINESS**

There was no other business.

#### **MISCELLANEOUS**

The next regular meeting is scheduled for February 15, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

#### **ADJOURNMENT**

Meeting adjourned at 5:50 p.m.

  
James R. Nau, Chair      2/15/2023  
Date