

**Boca Raton Airport Authority
Meeting Minutes
June 30, 2023
Boca Raton Airport Authority Administration Building**

Mr. Nau called the meeting to order at 10:00 a.m. A quorum was present.

BOARD MEMBERS

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

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Travis Bryan, Operations Director
Christine Landers, Office Manager
Robert Pratt, Operations Coordinator
Hannah Oakland, Operations Coordinator
Florence Straugh, Operations Coordinator
Richard Gurzo, Accounting and Administration Intern

APPROVAL OF MINUTES

A MOTION to approve the minutes of the May 17, 2023 Regular Meeting was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

Ms. Bennett introduced Richard Gurzo, Accounting and Administration Intern. Mr. Gurzo shared his background with the Board.

Ms. Bennett reported that the Boca Raton Airport Scholarship recipients were invited to attend the meeting but were unable due to school obligations.

Ms. Bennett announced that the Boca Raton Airport Authority is being honored at the Rotary Club Mayor's Ball with the 2023 George Long Award and additional information will be shared once it is received.

ELECTION OF OFFICERS

Ms. Petrick provided an overview of the Bylaws in relation to the Election of Officers.

Ms. Budd nominated Mr. Tucker for Chair. Mr. Pollack seconded the nomination. There were no additional nominations. Mr. Tucker was unanimously elected Chair.

Mr. Tucker thanked the Board for their support.

Mr. Fogel nominated Mr. Nobles for Vice Chair. Mr. Folden seconded the nomination. There were no additional nominations. Mr. Nobles was unanimously elected Vice Chair.

Mr. Nobles nominated Ms. Budd for Secretary/Treasurer. Mr. Fogel seconded the nomination. There were no additional nominations. Ms. Budd was unanimously elected Secretary/Treasurer.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

There was no consent agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

FINANCIAL REPORT

Mr. Nobles advised the Board that he reviewed the Financial Report for May and found it in order. He added that Ms. Bennett would be presenting the report this month.

Ms. Bennett presented the Financial Report for May 2023.

A MOTION to approve the Financial Report for May 2023 was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

EXECUTIVE DIRECTOR AND STAFF REPORT

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

Mr. Pratt presented the Annual Noise Abatement Report for 2022.

Ms. Budd asked if there were any consequences for violating the voluntary curfew. Ms. Bennett explained that there are federal laws that restrict the Airport from imposing any access restrictions, but the FAA does allow for voluntary curfews. Ms. Bennett added that Airport Management works with the tenants and users at the Airport to discourage activity during those hours.

A discussion ensued.

Mr. Pratt provided an update on the Safety Management System (SMS) project.

Mr. Nobles asked if there was anything in place to track safety issues prior to the new system. Mr. Pratt stated that security and operations have always had the ability to report issues, but the software will integrate reporting, work orders, and issue resolution.

Mr. Folden asked if the Board could get a monthly update on the SMS program. Ms. Bennett said they will investigate incorporating the data into the monthly operations report.

Mr. Tucker asked if Safety Week was a national event. Mr. Pratt stated that it is specific to the Boca Raton Airport and provided additional details on the planned events.

A discussion ensued.

Ms. Melissa Barnett Christie, Director, Account Management, Garth Solutions, Inc. provided an update on the Corporate Identity and Community Engagement Program.

Mr. Nobles asked what the Airport hopes to accomplish with the program and how success will be measured. Ms. Bennett stated that Airport Management is investigating various ways to measure success including social media engagement and participation in airport events. Ms. Budd added that unpaid media would be another measure.

Mr. Tucker noted that the Observation Area grand opening was moved to February and asked if there was a delay in the project. Ms. Bennett stated that the project is on schedule, but the plan is to have the ribbon-cutting event be the final 75th Anniversary celebration event.

Ms. Bennett presented details on the FAU Sports Marketing Agreement.

RJ Martino, General Manager and Jamie Kendrick, Sr. Account Executive, Sales, FAU Sports Properties provided details for the FAU Sports Marketing Agreement.

Mr. Tucker asked how ticket sales for football were doing this year. Mr. Martino responded that sales are up this year.

Mr. Nobles asked if tickets would be included for Airport representatives that attend the regular games to present the Hometown Heroes. Mr. Martino stated that tickets could be provided.

A MOTION to allow Airport Management to accept the FAU Sports Marketing Agreement was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.

Ms. Landers presented the FY2024 Boca Raton Airport Authority Fee Schedule.

A MOTION to approve Resolution No. 06-19-23 of the Boca Raton Airport Authority adopting the annual Airport Fee Schedule in accordance with the Accounting Policy and Procedures Manual was made by Mr. Fogel and seconded by Mr. Pollack. The Motion carried unanimously.

Ms. Oakland provided details on the Boca Raton Fire Department training.

Ms. Budd asked if the map created by the Fire Department summarized the training. Ms. Oakland stated that it does and that Airport Operations worked with the Fire Department on the development of the map.

Ms. Bennett thanked the City of Boca Raton for making these resources available and for allowing the Airport to train the Boca Raton Fire Department.

Mr. Pollack recommended sending a copy of the map to the FAA for their newsletter.

Ms. Budd recommended adding the map to the safety portion of the website.

Mr. Tucker asked when the last training was done. Mr. Bryan stated that it was five years ago, and in that time there has been a 40% turnover in the department due mainly to retirements.

Ms. Bennett advised the Board that the Governor signed the BRAA Local Bill and thanked Mr. Nau, Mr. Kohut and Mr. Lyon for their hard work. Ms. Bennett added that the next step is to have the title transferred from the State of Florida to the Airport Authority.

Mr. Nobles asked if the Board could be provided with a list of changes that were made to the Enabling Act. Ms. Bennett highlighted the main changes. Ms. Petrick added that she would update the summary that was presented earlier in the year showing the changes that were approved.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Nau thanked the Board for allowing him to serve as Chair for the last two years.

Ms. Bennett presented Mr. Nau with a plaque thanking him for his service as Chair.

Ms. Bennett presented Mr. Tucker with a plaque thanking him for his service as Vice Chair.

Ms. Bennett presented Mr. Nobles with a plaque thanking him for his service as Secretary/Treasurer.

PUBLIC INPUT

Ms. Marci Shatzman expressed her delight in representing the Airport as a 75th Anniversary Airport Ambassador. Ms. Shatzman also shared that there will be 267 new homes where the old Mizner golf course was previously located. Mr. Pollack added that these homes will all be rentals.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next regular meeting is scheduled for July 19, 2023 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

Ms. Bennett advised the Board that since the June meeting was held so late, there may not be a meeting in July and will advise the Board in a week if the meeting will be canceled.

ADJOURNMENT

Meeting adjourned at 11:38 a.m.



Chair

8/18/23

Date