

**Boca Raton Airport Authority
Meeting Minutes
January 17, 2024
Boca Raton Airport Authority Administration Building**

Mr. Tucker called the meeting to order at 5:00 p.m. A quorum was present.

BOARD MEMBERS

Bob Tucker	Chair
Randy Nobles	Vice-Chair
Mitchell Fogel	Secretary/Treasurer – Attended Telephonically
Cheryl Budd	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
Scott Kohut, Deputy Director
Travis Bryan, Operations Director
Robert Abbott, Finance and Administration Director
Robert Pratt, Operations Coordinator
Hannah Oakland, Operations Coordinator
Florence Straugh, Operations Coordinator
Jadon Headlam, Operations Intern

Ms. Bennett introduced Mr. Jadon Headlam, Operations Intern.

Ms. Bennett introduced Mr. Robert Murphy, General Manager, Signature Flight Support.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 13, 2023 Regular Meeting was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

- A. Request to approve the Public Transportation Grant Agreement for Financial Project No. 451501-1-94-01 with the State of Florida Department of Transportation for Airport Service Road Rehabilitation (Phase 1B) - Construction at the Boca Raton Airport.

Consider Resolution No. 01-01-24 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Airport Service Road Rehabilitation (Phase 1B) - Construction at the Boca Raton Airport.

- B. Request to approve the Public Transportation Grant Agreement for Financial Project No. 451502-1-94-01 with the State of Florida Department of Transportation for Stormwater Improvements/Wildlife Mitigation (PHASE 1B) - Construction at the Boca Raton Airport.

Consider Resolution No. 01-02-24 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Stormwater Improvements/Wildlife Mitigation (PHASE 1B) - Construction at the Boca Raton Airport.

- C. Florida Airports Council Internship Grant Agreement.

Consider Resolution No. 01-03-24 of the Boca Raton Airport Authority accepting the Florida Airports Council Internship Grant for the Boca Raton Airport.

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

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

FINANCIAL REPORT

Mr. Fogel said that he had reviewed the Financial Report for December and found it in order.

Mr. Abbott presented the Financial Report for December 2023.

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

TENANT REPORTS AND REQUESTS

Ms. Bennett presented the Atlantic Aviation Memorandum of Agreement for the Hotel Sublease.

A MOTION to approve Resolution No. 01-04-24 of the Boca Raton Airport Authority approving a Memorandum of Agreement regarding the Hotel Sublease Referenced in the Fixed Base Operator Lease and Operating Agreement dated May 18, 2022 between the Boca Raton Airport Authority and Atlantic Aviation of Boca Raton, LLC d/b/a Atlantic Aviation was made by Mr. Nau and seconded by Mr. Folden. The Motion carried unanimously.

Ms. Bennett presented the Atlantic Aviation Consent to First Amendment to Hotel Sublease Agreement and the Master Lease Estoppel.

A Motion to approve Resolution No. 01-05-24 of the Boca Raton Airport Authority approving a First Amendment to Agreement to Sublease and Build by and between Atlantic Aviation – Boca Raton, LLC d/b/a Atlantic Aviation and Boca Suites, LLC was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.

A MOTION to approve Resolution No. 01-06-24 of the Boca Raton Airport Authority approving a Master Lease Estoppel for Boca Suites, LLC was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORT

Ms. Oakland presented the Noise Abatement/Operations Summary for the month of December.

Mr. Nau questioned the drop in operations for December. Ms. Bennett provided some input on potential reasons for the decrease, adding that Airport Management would present the annual Operations Report which would provide a more detailed analysis at the February meeting.

Mr. Pratt presented the Quarterly Safety Management System Program Update.

Mr. Tucker asked if two bird strikes were normal for Boca Raton Airport. Mr. Pratt stated that it is normal and explained the process of reporting a bird strike and wildlife mitigation.

Mr. Pratt showed the new SMS safety video.

Mr. Folden recommended having the video produced in Spanish.

Mr. Tucker stated that earlier in the month, Mr. Nau and Mr. Abbott attended the Palm Beach County Days in Tallahassee.

Mr. Nau shared their experience in Tallahassee and added that they met with Rep. Peggy Gossett-Seidman and that the Airport appropriations request is going through the process with no issues at this time.

Mr. Kohut reminded the Board that they received an updated legislative briefing with their January Board package. Mr. Kohut provided an update on legislative issues that may affect the Airport.

Mr. Bryan provided an update on the Airport Minimum Standards Review.

Mr. Folden asked for clarification on the provisions for charter service. Mr. Bryan provided additional information.

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

Mr. Nobles provided the history of the format used for the Executive Director's review and recommended revising the performance evaluation form to make it more concise.

Ms. Budd suggested starting the revision process in November, which would allow the Board time to review the revised form before the review is completed.

Mr. Nobles shared that in the first segment of the review, the total number of possible points was 100 and Ms. Bennett's average was 97 and in the second segment the possible score was 5 and the Ms. Bennett's average score was 4.9.

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

Ms. Budd recommended identifying stretch goals for next year.

AUTHORITY MEMBERS REQUESTS AND REPORTS

There were no Authority Member requests or reports

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Kohut reminded the Board that the Airport will receive a proclamation from the Palm Beach County Commissioners on Tuesday, January 23rd, and invited any Board members who would like to attend to carpool from the Administration Building.

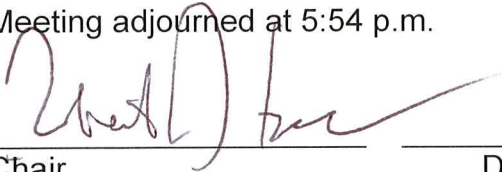
Ms. Bennett reminded the Board of the 75th Anniversary Celebration on Friday, January 19th and provided some insight into the event.

MISCELLANEOUS

The next regular meeting is scheduled for February 21, 2024 at 5:00 p.m. in the main conference room at the Boca Raton Airport Authority Administration Building.

ADJOURNMENT

Meeting adjourned at 5:54 p.m.


Chair

Date

2/21/24