

**Boca Raton Airport Authority  
Meeting Minutes**

January 22, 2025

Research Park at Florida Atlantic University, Global Ventures  
3651 FAU Boulevard, Boca Raton FL 33431

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

**BOARD MEMBERS**

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

**COUNSEL**

Amy Petrick, Esquire – Lewis, Longman & Walker, P.A.

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Travis Bryan, Operations Director  
Robert Abbott, Finance and Administration Director  
Florence Straugh, Business Manager  
Richard Gurzo, Accounting Coordinator  
Hannah Naveda, Operations Coordinator  
Leonel Romero, Operations Coordinator

Mr. Tucker thanked the Research Park for allowing the Boca Raton Airport Authority to use their conference room while the BRAA Administration building is under construction.

**APPROVAL OF MINUTES**

**A MOTION to approve the Minutes of the November 20, 2024, Regular Meeting was made by Mr. Pollack and seconded by Mr. Nau. 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 REPORTS**

Mr. Fogel said that he reviewed the Financial Reports for November and December 2024 and found the reports in order.

Mr. Abbott presented the November 2024 Financial Report.

**A MOTION to approve the Financial Report for November 2024 was made by Mr. Fogel seconded by Ms. Budd. The Motion carried unanimously.**

Mr. Abbott presented the December 2024 Financial Report.

Mr. Pollack inquired about the need to increase Customs hours related to the President's movements. Ms. Bennett explained that staff continually evaluate operations at Customs and found that the current operating hours are the most cost effective.

Mr. Nobles asked to confirm that the clearing fees are currently working in the Airport Authority's favor. Ms. Bennett concurred and further explained that the Airport Authority charges for the clearing of the aircraft and assesses an overtime fee to help offset the cost of the Officers' overtime hours.

Mr. Folden asked if it would be difficult to change the operating hours. Ms. Bennett said that it may be more difficult now based on staffing capabilities at Customs.

**A MOTION to approve the Financial Report for December 2024 was made by Ms. Budd seconded by Mr. Folden. The Motion carried unanimously.**

**TENANT REPORTS AND REQUESTS**

Mr. Bryan introduced the Signature Aviation Sign Request and introduced Mr. Robert Murphy, General Manager of Signature Aviation. Mr. Tucker asked Mr. Murphy about the timeline for the project. Mr. Murphy said once all the approvals are completed, the installation should take five days.

**A MOTION to approve Resolution No. 01-01-25 of the Boca Raton Airport Authority approving Signature Aviation's request for approval to install a new sign with their**

**company name was made by Mr. Nobles seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Bryan introduced Mr. John Gerety, General Manager, of Atlantic Aviation, to conduct a presentation on the Update of Atlantic Aviation's Hangar and Apron Project.

### **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Romero presented the Operations and Noise Abatement Report for the month of November 2024. Mr. Tucker noted that Mr. Romero has been promoted to full-time Operations Coordinator.

Mr. Romero presented the Operations and Noise Abatement Report for the month of December 2024. Mr. Nobles noted the noise reports are down due to the lack of "robo" reporting.

Mr. Bryan presented the 2024 Annual Operations and Noise Report and noted that 2024 was the second busiest year for Customs activity.

Mr. Fogel asked about the originally forecasted number of flights that would clear Customs. Ms. Bennett referred to the 2014 Feasibility Study and stated that the facility was designed for 1,650 flights per year and pointed out that the actual number of flights cleared were above the forecasted number, which was approximately two-thirds more flights cleared than anticipated.

Mr. Fogel spoke about the capacity concerns of the facility. Ms. Bennett stated that the facility was meeting the design objectives for a general aviation facility at an airport like Boca Raton Airport.

Ms. Naveda presented the 2024 Annual Safety Management System Report.

Mr. Nau asked about the remediation of incidents/issues such as bird strikes and suggested adding this information to the report. Mr. Bryan stated that bird dispersals are tracked, and a slide can be included that shows various data points.

Mr. Kohut presented the Disadvantaged Business Enterprise (DBE) Plan Update.

**A MOTION to approve the updated Disadvantaged Business Enterprise Plan was made by Ms. Budd seconded by Mr. Pollack. The Motion carried unanimously.**

Mr. Abbott introduced Mr. Evan Henderson, Garth Solutions, to present the Quarterly Community Engagement Report.

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

**A MOTION to amend the Executive Director’s Contract by increasing the maximum allowable percentage for performance from twenty percent to thirty percent and adding vehicle fuel and maintenance costs was made by Mr. Nobles and seconded by Mr. Budd. A discussion followed the motion. Motion was vacated.**

Mr. Nobles spoke about the efforts made over the past few years to improve the evaluation process and make it shorter and more objective. He solicited input from other Board members and asked them to provide their suggestions to Ms. Petrick. Ms. Budd said that it was a shorter and easier process than previously and appreciated the summary / narrative of accomplishments and challenges of current year and future years. She suggested that in addition to the objective and goals completed, a link to the results achieved be attached.

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 94.9 and in the second segment the possible score was 5.0, Ms. Bennett’s average score was 4.9.

**A MOTION to direct Legal Counsel to negotiate and modify the employee contract to allow up to a 30% of base salary for a performance bonus; to increase the car allowance from \$800 a month to \$900 a month; and to cover the cost of vehicle fuel and maintenance to be retroactive to the January 22, 2025 Board Meeting, was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.**

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

**A MOTION to award the Executive Director with a 20% performance bonus, unless or until there is an amendment of an additional amount or percentage to be determined at such time, was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Ms. Bennett thanked the Board and mentioned that one of the goals for this year is to review all the job descriptions for the entire organization as the scope of work that individuals do is broad and vast. The Authority’s policy has been historically to conduct compensation studies and review of tasks and job descriptions, every three to four years. She also announced that there is a new federal overtime rule that is taking effect this month.

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

There were none.

**PUBLIC INPUT**

There was no public input.

**OTHER BUSINESS**

There was no other business.

**MISCELLANEOUS**

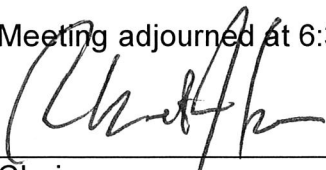
Mr. Tucker thanked staff for the gifted “beacons” (airfield edge light table lamps).

Mr. Tucker reminded everyone that the Observation Area Grand Opening & Ribbon Cutting Ceremony will be at 10:00 a.m. on Tuesday, January 28, 2025.

The next regular meeting is scheduled for Wednesday, February 19, 2025, at 5:00 p.m. The meeting location will be determined.

**ADJOURNMENT**

Meeting adjourned at 6:39 p.m.

  
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Chair

2/19/25  
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Date