

BOCA RATON AIRPORT AUTHORITY MEETING MINUTES

Wednesday, February 19, 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

COUNSEL

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

STAFF

Clara Bennett, Executive Director
Travis Bryan, Operations Director
Robert Abbott, Finance and Administration Director
Florence Straugh, Business Manager
Richard Gurzo, Accounting Coordinator
Robert Pratt, Operations 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.

Mr. Tucker mentioned that the Federal Aviation Administration recognized the Airport with the 2023 General Aviation Airport Safety Award, emphasized that safety is the highest priority at the airport, and thanked everyone for their work toward safety.

II. APPROVAL OF MINUTES

A MOTION to approve the Minutes of January 22, 2025, Regular Meeting was made by Ms. Budd and seconded by Mr. Nau. The Motion carried unanimously.

Mr. Fogel arrived at 5:01 p.m.

III. AGENDA CHANGES

There were no agenda changes.

IV. PUBLIC REQUESTS

There were no public requests.

V. CONSENT AGENDA

There were no items on the consent agenda.

VI. FEDERAL, STATE AND MUNICIPAL INPUT

There were no federal, state, or municipal input.

VII. FINANCIAL REPORT

Mr. Fogel said that he reviewed the Financial Report for January 2025 and found the report in order.

Mr. Abbott presented the January 2025 Financial Report.

A MOTION to approve the Financial Report for January 2025 was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.

VIII. TENANT REPORTS AND REQUESTS

There were no tenant reports or requests.

IX. EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Naveda presented the Operations and Noise Abatement Report for the month of January 2025.

Mr. Tucker inquired about how Temporary Flight Restrictions (TFRs) were affecting the airport.

Ms. Bennett mentioned an increase in air traffic related to the recent TFR. She also explained that she was pleased with the good communications that took place in advance of the TFRs between the FAA, Fixed-Base Operators (FBOs), and Airport staff. She mentioned that the Airport has regular standing meetings with Air Traffic Control and the FBOs.

Mr. Pratt shared aircraft operation statistics comparing the same time last year to this year's recent TFR weekend.

Mr. Pratt also explained that the FAA changed the departure paths of aircraft from the airport to avoid the 10-nautical mile inner ring of the TFR, which resulted in an increase in the number of aircraft flying over certain communities. He stated that there could be more noise concerns as a result of these changes. Ms. Bennett emphasized that the Airport sent notices to the community and pilots to make everyone aware of the temporary changes of the flight paths

Ms. Budd asked about how a decision is made on the saturation point of the aircraft parking aprons. Ms. Bennett explained the process that each FBO undergoes to address the demand for aircraft parking.

Mr. John Gerety, Atlantic Aviation, General Manager, explained how his FBO manages their ramp capacity. He stated that the system that has been set up with the FBOs, FAA, and the Airport staff is working.

Ms. Budd inquired about additional landscaping at the observation area. Mr. Nobles agreed that landscaping could be added. Ms. Bennett mentioned the possibility of a mural being added to the side of the raised platform.

Mr. Folden mentioned incorporating the Eagle Scout project as part of the Observation Area. Ms. Bennett said discussion has already happened internally about this and that it will be incorporated as part of the educational effort of the Observation Area.

Ms. Budd inquired about the possibility of expanding parking spaces in the future. Ms. Bennett stated that it was something that would be considered in the future.

Ms. Bennett presented Resolution 02-02-25 to authorizing Amendment No. 3 of the agreement for Information Technology Services with Simplify, LLC, extending the agreement for six more months.

A MOTION to approve the six-month extension of the Information Technology Services Contract with Simplify, LLC. was made by Mr. Fogel and seconded by Mr. Nobles. The Motion carried unanimously.

Mr. Abbott presented Resolution No. 02-03-25 of the Boca Raton Airport Authority requesting to amend the Airport Procurement Code to increase category one threshold from \$10,000 to \$20,000.

A MOTION to approve the amended Airport Procurement Code was made by Mr. Folden and seconded by Mr. Nau. The Motion carried unanimously.

Mr. Nobles led discussions regarding an Amendment to the Executive Director's Employment Agreement. A discussion took place.

Ms. Petrick explained the language and text changes made to sections of the agreement and added a Stretch Goal Bonus section that incorporated the concept of “stretch goals.”

Ms. Budd questioned if the stretch goal examples stated in the contract should be classified as stretch goals. She added that she would prefer input from a consultant on stretch goals. She went on to state that specific examples need not be in the contract, and asked if we could execute the contract without specifically stating stretch goals.

Mr. Fogel suggested that the stretch goals need to be well defined and far beyond what the executive director regularly does. Ms. Budd agreed and read one of the examples stated in the contract which she felt was something that was already included in the Executive Director’s regular duties.

Mr. Nobles agreed that the stretch goals need to be quantifiable, measurable, and impactful. He suggested that the Board receive counsel from ADK with the development of the stretch goals for the Executive Director.

Ms. Petrick suggested performing an analysis of what the executive director currently does as well as conducting a comparative analysis of what other airport managers would normally do. Secondly, Ms. Petrick recommended a workshop for the Board to conduct some visioning of stretch goals.

Ms. Budd asked if the Board could simply endorse the concept of stretch goals, and state that the stretch goals will be determined in a specific period of time in consultation with studies that the Board may have performed and compared with other similar organizations and consultants specializing in Airport management.

Mr. Nobles clarified that Ms. Budd was requesting to drop the language with stretch goal examples. Ms. Budd confirmed that was the case.

Mr. Nobles mentioned that a workshop on this topic is not really needed. Ms. Budd agreed and reiterated that she would like the stretch goal examples removed from the contract and replaced with a statement on how they would be determined in the future.

Ms. Petrick read the edited language for the Stretch Goal Bonus and Vehicle Allowance sections and discussed these sections.

Mr. Fogel suggested that a percentage range be included.

A MOTION to approve the amended Executive Director’s Employment Agreement was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

X. AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

Mr. Tucker mentioned the handout of the Noise Abatement Program brochure.

Mr. Tucker mentioned the handout of an Executive Summary by the Airport Cooperative Research Program (ACPR)

XI. PUBLIC COMMENT

There was no public input.

XII. OTHER BUSINESS

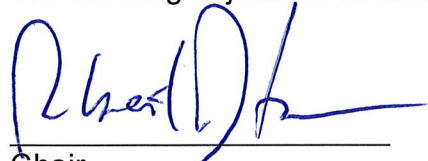
Ms. Budd mentioned an Exploratorium type of initiative and suggested the Airport Authority explore a joint venture with Florida Atlantic University (FAU), Lynn University, the City of Boca Raton to develop an educational program.

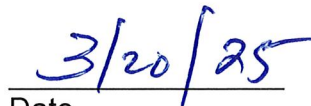
XIII. MISCELLANEOUS

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

XIV. ADJOURNMENT

The meeting adjourned at 6:09 p.m.


Chair


Date