

# **BOCA RATON AIRPORT AUTHORITY MEETING AGENDA**

**Wednesday, March 20, 2013  
Council Chambers – City Hall  
201 W. Palmetto Park Road, Boca Raton, Florida**

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Members, Wednesday, March 20, 2013, at 6:00 p.m. All requests to be placed on the agenda by the public must be submitted to the Airport Manager, in writing, via the Agenda Request Form, at least twenty (20) days before the Authority meeting. Such written requests must be in sufficient detail to identify the subject matter, as well as, the contact person who will represent the matter before the Authority. The Boca Raton Airport Authority reserves the right to not consider matters over which the Authority has no jurisdiction.

## **I. ROLL CALL**

FRANK FEILER	CHAIR
PAUL W. CARMAN	VICE CHAIR
BRUCE BENEFIELD	SECRETARY & TREASURER
CHERYL BUDD	MEMBER
GENE A. FOLDEN	MEMBER
DAVID FREUDENBERG	MEMBER
BILL SCHWARTZ	MEMBER

## **II. APPROVAL OF MINUTES**

A. Consider approval of minutes for the Regular Meeting of February 20, 2013;  
and

B. Consider approval of minutes for the Emergency Meeting of March 6, 2013

## **III. AGENDA CHANGES**

## **IV. CONSENT AGENDA**

There are no items to be considered.

**V. FEDERAL, STATE, COUNTY, AND MUNICIPAL INPUT**

**VI. FINANCIAL REPORT**

- A. Consider a Motion for approval of the financial report for February 2013; chaired by Mr. Benefield, Secretary & Treasurer; and
- B. Status report on a follow-up request by Mr. Folden of the Authority's established insurance policies.

**VII. NOISE ABATEMENT PROGRAM**

Noise Abatement / Operations Summary and Runway 05 Departures Report for the month of February 2013; Mr. McDermott, Assistant Airport Manager.

**VIII. TENANT REPORTS AND REQUEST**

- A. Request of Premier Aviation of Boca Raton, LLC of the Boca Raton Airport Authority authorizing approval to Premier Aviation to conduct soil borings and soil tests, conduct Phase II Audit and, if necessary, a Phase III Audit, and such other environmental tests as are deemed necessary for the future development for Phase II and Phase III properties;

Consider Resolution Number 03-11-13 of the Boca Raton Airport Authority consenting to the request of Premier Aviation of Boca Raton, LLC to conduct necessary environmental testing for the future development of Phase II and Phase III properties at the Boca Raton Airport.

- B. Request of Boca Aircraft Owners of the Boca Raton Airport Authority consenting to the approval of Boca Aircraft Owners to commence with Phase I Pavement Rehab Project on their leasehold;

Consider Resolution Number 03-12-13 of the Boca Raton Airport Authority authorizing conditional approval to Boca Aircraft Owners to proceed with their leasehold pavement improvement commencing Phase I of the Pavement Rehab Project as outlined in their Pavement Rehab Schedule; and

- C. Request from Fairman & Associates, Inc., of the Boca Raton Airport Authority authorizing approval of the application for Exemption from the Authority's Airport Surcharge for approved aviation activity within the Boca Aviation Building for Suite 305;

Consider a Motion of the Boca Raton Airport Authority authorizing approval of the application for an exemption of the Authority's surcharge to C.L. Tolbert Aviation, Inc. (aircraft sales company) for Suite 305 of the Boca Aviation Building.

**IX. AIRPORT MANAGER AND STAFF REPORTS**

- A. Status report from Captain Robin E. Taber of the Civil Air Patrol, to the Boca Raton Airport Authority;
  
- B. Status report on the Website Design and Development Committee; chaired by Ms. Budd;

Consider Resolution Number 03-13-13 of the Boca Raton Airport Authority authorizing approval to execute an Agreement for Website Design and Development between the Boca Raton Airport Authority and Aha Consulting, Inc., an Oregon Corporation;

- C. Status report by Airport Legal Counsel on the second reading to amend the Boca Raton Airport Authority's Bylaws;

Consider Resolution Number 03-14-13 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority Bylaws;

- D. Status report on the Boca Raton Airport Authority's Accounting Policies and Procedures; chaired by Mr. Benefield;

Consider Resolution Number 03-15-13 of the Boca Raton Airport Authority authorizing approval to amend the Authority's Accounting Policies and Procedures Manual as recommended by the Authority's Internal Audit Review;

- E. Status report by Airport Management on TASK 29 - Expand Airport Road and Utility Corridor - Airport Monument Signs; chaired by Mr. Folden;

Consider Resolution Number 03-16-13 of the Boca Raton Airport Authority authorizing approval to issue Advertisement for Request for Proposals of the Implementation of Construction of Airport Road Monument Signs;

- F. Status report on TASK 40 - Customs and Border Protection Facility - Feasibility Study; chaired by Mr. Freudenberg;

- G. Status report on the proposed closure of the Boca Raton Airport Control Tower; and

- H. Status report on the Airport Manager's Performance/Evaluation and salary adjustment in accordance with the Employment Agreement between the Authority and Airport Manager dated February 11, 2009;

Consider a Motion to increase the Airport Manager's salary for the period of March 1, 2013 through February 28, 2014 (fifth year of a five year contract) at a rate no less than 3% and no more than 6% pursuant to the Employment Agreement dated February 11, 2009.

**X. AUTHORITY MEMBERS REQUESTS AND REPORTS**

Status report from the Governance Committee, chaired by Ms. Budd, on the filing of Contact Disclosure Forms by Mr. Freudenberg, Mr. Carman and Mr. Feiler.

**XI. PUBLIC COMMENT**

**XII. OTHER BUSINESS**

**XIII. MISCELLANEOUS**

The next meeting is scheduled for April 17, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**XIV. ADJOURNMENT**

Respectfully submitted,

Ken A. Day  
Airport Manager