

**Boca Raton Airport Authority
Meeting Minutes
February 20, 2013
Boca Raton City Hall - Council Chambers**

Chair Frank Feiler called the meeting to order at 6:00 P.M.

MEMBERS

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

COUNSEL

Dawn Meyers

STAFF

Ken Day, Airport Manager
Paul McDermott, Assistant Airport Manager
Janet Sherr, Director of Landside Operations
Kimberly Whalen, Public Affairs Director
Arthur Rubin, Finance Manager
Russ Buck, Noise Abatement and Security

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority website, www.bocairport.com.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the January 16, 2013 regular meeting was made by Mr. Schwartz, SECONDED by Ms. Budd and approved by all Authority Members present.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

There were no items to be considered.

STATE, FEDERAL, COUNTY AND MUNICIPAL INPUT

There was no input provided.

FINANCIAL REPORT

Mr. Benefield provided the financial report for January 2013.

A MOTION to approve the Financial Report for January 2013 was made by Mr. Schwartz, SECONDED by Mr. Folden and approved by all Authority Members present.

Mr. Benefield provided a status report on the Authority's Investment Guidelines. Mr. Day provided a full report on our current non-risk investments and committed capital improvement projects. Discussion ensued.

Mr. Folden provided a status report on the Boca Raton Airport Authority's Commercial Automobile Insurance Policy renewal. Discussion ensued. Ms. Sherr and Alex Blodgett, the Authority's Insurance Broker of Record, provided additional comments. Mr. Folden requested Mr. Blodgett to research the cost of an umbrella policy for the airport.

A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Commercial Automobile Insurance Policy from March 13, 2013 through March 13, 2014 was made by Mr. Schwartz, SECONDED by Ms. Budd and approved by all Authority Members present.

Ms. Sherr provided a status report on purchasing an Employment Practices Liability Insurance policy. Mr. Folden stated the Authority had previously discussed Employment Practices Liability insurance for the staff, as they are currently not covered. Discussion ensued. Ms. Sherr stated that the employees are not covered for wrongful termination, sexual harassment, discrimination, etc., and it is a good policy not only for the employee's protection but also for the Authority's protection. Mr. Blodgett stated the coverage is for employee to employee claims. Discussion ensued.

A MOTION to consider Resolution Number 02-05-13 of the Boca Raton Airport Authority authorizing approval to purchase Employment Practices Liability Insurance with Great American Insurance Company of \$1 million dollars for a premium of \$3,000 dollars annually was made by Mr. Carman, SECONDED by Ms. Budd and approved by all Authority Members present.

NOISE ABATEMENT PROGRAM

Mr. McDermott provided the Noise Abatement/Operations Summary and Runway 05 Departures Report for the month of January 2013. Discussion ensued.

TENANT REPORTS AND REQUESTS

Mr. McDermott provided a request from Boca Airport Inc., d/b/a Boca Aviation of the Boca Raton Airport Authority requesting approval of a Special Event with South Florida Business Aviation Association for its 1st Quarter General Membership Meeting scheduled for February 26, 2013.

A MOTION to consider Resolution Number 02-06-13 of the Boca Raton Airport Authority authorizing approval to Boca Airport Inc., d/b/a Boca Aviation to host a Special Event on their leasehold in Hangar B-3 with South Florida Business Aviation Association for February 26, 2013 was made by Mr. Carman, SECONDED by Mr. Folden and approved by all Authority Members present.

AIRPORT MANAGER AND STAFF REPORTS

Ms. Budd provided a status report on the Website Design and Development Committee stating 12 RFP's have been received and five were responsive. Presentations from the five responsive companies were provided to the Committee. Ms. Budd stated that they were very detailed and creative. The Committee will provide information on a possible selection next month.

Mr. Day provided a status report on the statewide General Aviation Airport Security Assessment and future security enhancements measured at the Boca Raton Airport. Mr. Day stated that information provided to members is non-disclosed due to the sensitivity of security. Anyone that may have questions may contact Mr. Day directly. Discussion ensued.

Ms. Meyers provided a status report on the first reading to amend the Boca Raton Airport Authority's Bylaws, stating the Bylaws depict changes and updates that were previously discussed at the last meeting. Discussion ensued. Ms. Budd stated she reviewed and worked with legal to ensure clarity of the changes. Ms. Meyers read each proposed change and the Authority Members discussed them thoroughly.

A MOTION of the Boca Raton Airport Authority acknowledging that the proposed amendments to the Bylaws will be scheduled on the agenda, attached hereto, was read at the Authority meeting on February 20, 2013, and directing the Airport Manager to schedule approval of this amendment to the Bylaws for the next regularly scheduled meeting of the Authority occurring within ninety (90) days was made by Mr. Carman, SECONDED by Ms. Budd and approved by all Authority Members present.

Ms. Sherr provided a status report on TASK 27 – Airport Administration Building and presented a picture-slide presentation of the stormwater drainage project.

A MOTION to consider Resolution Number 02-07-13 of the Boca Raton Airport Authority authorizing approval of an Amendment to Sign and Utility Easement Agreement with Boca R&D Finance 16 Parcel 6, LLC and Boca R&D Finance 7 Parcel 3, LLC, and approving a Utility Easement Agreement with John V. Doyle Development Inc. was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Authority Members present.

Ms. Sherr provided a report on the Notice to Bid for the Civil Site Utilities work as approved in Resolution Number 06-19-12, stating an invitation to bid will be advertised on Sunday February 24, 2013.

Ms. Sherr provided a status report on the Ground Breaking Ceremony scheduled for March 20, 2013 from 9:30 – 11:00 am. Ms. Sherr stated that Ricondo & Associates has agreed to sponsor \$4,500 plus a rendition drawing of the building, and total cost of the ceremony is \$6,940.00. Discussion ensued.

A MOTION to consider Resolution Number 02-08-13 of the Boca Raton Airport Authority authorizing approval of a Parking License and Indemnity Agreement by and between Boca R&D Project 16 LLC and the Boca Raton Airport Authority was made by Ms. Budd, SECONDED by Mr. Benefield and approved by all Authority Members present.

Ms. Sherr provided a status report on Suite 205 Sublease Agreement stating the ownership of the current office location has changed. We are consenting to this change, and all of the current terms within the lease will remain the same.

A MOTION to consider Resolution Number 02-09-13 of the Boca Raton Airport Authorizing approval of Acknowledgement of Suite 205 Sublease Agreement by and between Florida Atlantic Research and Development Authority and Boca R&D Project 7, LLC was made by Mr. Benefield, SECONDED by Mr. Schwartz and approved by all Authority Members present.

Mr. Carman provided a status report on TASK 28 Automated Weather Observing System (AWOS) – Construction stating Hypower was awarded the project on February 18, 2013 and stating the project is currently on schedule.

Mr. Freudenberg provided a status report on TASK 40 – Customs and Border Protection Facility Feasibility Study stating Stuart is undergoing the same process as we are. The Authority has been provided with a copy of their last meeting at which Customs was discussed. Discussion ensued regarding having the consultant that is performing the feasibility study for the Boca Raton Airport attend our next meeting to provide an update and answer questions.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided a status report from the Governance Committee on the filing of seven (7) Contact Disclosure Forms by Mr. Freudenberg, one (1) by Mr. Benefield, two (2) by Mr. Folden and one (1) by Mr. Feiler.

Ms. Budd stated that a Best Practices Pledge was created to address clarifications of the Bylaws and concerns that arose with us not continuing with the Commission on Ethics. The Best Practices Pledge is a clear and concise document that puts each Member on a level playing field. Ms. Budd stated this is purely voluntary, but invited everyone to sign and return it to staff.

Ms. Budd stated that the disclosure forms submitted included two reports that were submitted eight weeks late, stating the individual did not think the form was warranted. Mr. Day stated if there is a doubt, to be safe, fill out a Contact Disclosure Form.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

Mr. Freudenberg stated that Authority appointees of the City Council and County Commission are automatically included in Commission of Ethics. Ms. Meyers stated this is correct as we are a Special District of the State of Florida and all appointees are subject to the Code of Ethics. However, without the Authority entering into a Memorandum of Understanding with the Commission, the Commission cannot enforce the Ethics rules.

Mr. Schwartz stated that he is amazed that a six member staff manages the airport so efficiently and effectively with never a problem. Mr. Schwartz stated that staff should be commended.

Mr. Feiler complimented staff on the organization of the WWII Bomber Event that included over a thousand children from area schools.

Mr. Feiler also provided a reminder of the DuPont Registry that is scheduled for February 22, 2013 from 6:00 pm to 9:00 pm at Boca Aviation.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, March 20, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURMENT

Meeting Adjourned at 7:45 pm.

Frank Feiler, Chair

Date