

**Boca Raton Airport Authority
Meeting Minutes
July 17, 2013
Boca Raton City Hall - Council Chambers**

Ms. Budd thanked her fellow Board members for their confidence in her by electing her as their Chair. Ms. Budd stated our staff deserves a big thank you for performing above the call of duty over the past few weeks.

Chair Cheryl Budd called the meeting to order at 6:00 P.M.

MEMBERS

Cheryl Budd	Chair
*Bill Schwartz	Vice-Chair – Via Telephone
Paul W. Carman	Secretary/Treasurer – ABSENT
Bruce Benefield	Member
Frank Feiler	Member
Mitchell C. Fogel	Member
Gene A. Folden	Member

COUNSEL

Dawn Meyers

STAFF

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

* Mr. Schwartz participated in the meeting via conference call, but abstained from voting.

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 June 19, 2013 regular meeting was made by Mr. Feiler, SECONDED by Mr. Benefield and approved by all Authority Members present.

AGENDA CHANGES

Ms. Meyers provided a request to add item IXE – First reading of the proposed Bylaws Amendment, IXF - Update on the Website Design, and a correction to item XIC – regarding the renewal on the Directors and Officers Policy not General Liability.

A MOTION to accept the agenda changes was made by Mr. Feiler, SECONDED by Mr. Mr. Benefield and approved by all Authority Members present.

CONSENT AGENDA

There were no items to be considered.

STATE, FEDERAL, COUNTY AND MUNICIPAL INPUT

There was no input provided.

FINANCIAL REPORT

Ms. Sherr provided the financial report for June 2013.

A MOTION to approve the Financial Report for June 2013 was made by Mr. Benefield, SECONDED by Mr. Feiler and approved by all Authority Members present.

Ms. Meyers provided a status report on the proposal provided by Horkey & Associates, P.A., to perform Auditing Services for Fiscal Year ending September 30, 2013. Discussion ensued.

A MOTION to consider Resolution Number 07-30-13 of the Boca Raton Airport Authority accepting the proposal of Horkey & Associates, P.A., for audit services for Fiscal Year Ending September 30, 2013 was made by Mr. Fogel, SECONDED by Mr. Folden and approved by all Authority Members present.

Mr. Folden provided a status report on the Boca Raton Airport Authority's Director & Officer Liability Insurance Policy and the Excess Director and Officer Liability Insurance renewals for August 16, 2013 through August 16, 2014 at 12:01 a.m. Discussion ensued.

A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Authority's Director & Officer Liability Insurance Policy and the Excess Director and Officer Liability Insurance for the effective period of August 16, 2013 through August 16, 2014 at 12:01 a.m was made by Mr. Benefield, SECONDED by Mr. Feiler 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 June. Discussion ensued.

TENANT REPORTS AND REQUESTS

Ms. Meyers provided a request from Premier Aviation of Boca Raton, LLC of the Boca Raton Airport Authority requesting the Authority's consent to its Agreement to Sublease and Build with Samkin TK, LLC for a portion of Phase II, for the purpose of developing a first class restaurant building, and approval of the preliminary plans for the first class restaurant building. She also stated that Mr. Fogel will abstain from the voting and discussion of Premier's lease due to his participation in the negotiation of the lease. Discussion ensued.

Paul Safron, Esquire with Premier Aviation gave a presentation explaining the Tilted Kilt Restaurant. Discussion ensued.

A MOTION to consider Resolution Number 07-31-13 of the Boca Raton Airport Authority consenting to Premier Aviation of Boca Raton, LLC's Agreement to Sublease and Build with Samkin TK, LLC, approving preliminary plans submitted for development of a first class restaurant building on a portion of Phase II, and revoking all previous approvals of preliminary plans for Phase II given by the Authority was made by Mr. Feiler, SECONDED by Mr. Benefield and approved by all Authority Members present.

Discussion Ensued regarding questions on the term of the lease and the capacity of the restaurant.

The restaurant is approximately 8500 square feet which includes approximately 1500 square feet of outside patio space. The total approximate seating is around 300 including the seats at the bar.

Ms. Meyers provided a request from Premier Aviation of Boca Raton, LLC and the Boca Raton Airport Authority to approve a Second Amendment to Lease Agreement between the Boca Raton Airport Authority and Premier Aviation of Boca Raton, LLC dated September 27, 2000 clarifying uses and time frames for Phase II and Phase III. Discussion ensued.

A MOTION to consider Resolution Number 07-32-13 of the Boca Raton Airport Authority conditionally approving the Revised Second Amendment to that certain Lease Agreement between the Boca Raton Airport Authority and Premier Aviation of Boca Raton, LLC, dated September 27, 2000 was made by Mr. Fogel, SECONDED by Mr. Folden and approved by all Authority Members present.

AIRPORT MANAGER AND STAFF REPORTS

Mr. McDermott provided a status report on TASK 28 - Automated Weather Observing System (AWOS) stating the FAA inspected the system on April 24th of this year and they identified two items that needed attention. Although we passed the inspection, we are prohibited from commissioning until the two items and paperwork are complete. Discussion ensued.

Ms. Sherr provided a status report on TASK 40 - Customs and Border Protection Facility Feasibility Study stating the team at Aviation Strategies and Solutions continue to make progress on the study. Discussion ensued.

Ms. Sherr provided a status report on the Florida Airports Council (FAC) Conference and Exposition scheduled for July 28-31, 2013 stating two of the Authority's staff will be attending- Mr. Buck and herself. She thinks it will be important for her to go not only to learn something but to network with potential candidates for the open Executive Director position.

Ms. Budd provided a status report on the Search Committee stating we have added a member to the Search Committee-Mr. Richard Chwatt, CEO and member of the Board of the New Miami Subs Grill. Discussion ensued.

She further advised that the Search Committee reviewed the proposals to the RFP for a Search Company and recommended that ADK Search Company be chosen to conduct the search.

A MOTION to consider Resolution Number 07-33-13 of the Boca Raton Airport Authority approving ADK Search Company to perform a nationwide search for a new Executive Director or Airport Manager was made by Mr. Benefield, SECONDED by Mr. Feiler and approved by all Authority Members present.

Ms. Meyers stated she has a proposed Bylaws change that would give the Board the opportunity to appoint senior management staff members to sign checks for certain periods of time. A proposed amendment to section 3.05B item two was read. Discussion ensued.

Ms. Sherr gave a status report on the Website development stating we are in the preliminary stages and the preliminary design has been presented to staff to review. Tomorrow we will be meeting to review and discuss. Discussion ensued.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided suggestions for Committee Assignments for the period of July 2013 through June 2014.

A MOTION of the Boca Raton Airport Authority to accept the new Committee Assignments for the effective period of July 2013 through June 2014 was made by Mr. Benefield, SECONDED by Mr. Fogel and approved by all Authority Members present.

Ms. Budd provided a status report from the Governance Committee stating the filing of one (1) Public Contact and one (1) Conflict Form 8B both by Mr. Fogel.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

Mr. Feiler asked Ms. Sherr to report on the current Tower Funding.

Ms. Sherr stated in the proposed budget to Congress there was funding for the control towers through September 30, 2013. She stated at this point it appears that the funding for control towers will be included in the budget and that will be approved prior to the September 30th deadline. Discussion ensued.

Mr. Feiler gave a status report on the administration building that's currently under construction stating we continue to move forward with the site and the utilities portion is almost done.

Mr. Folden requested additional visual aids be implemented to assist audience members viewing the material.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, August 21, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURMENT

Meeting Adjourned at 7:21 pm.

Cheryl Budd, Chair

Date