

**Boca Raton Airport Authority
Meeting Minutes
September 18, 2013
Boca Raton City Hall - Council Chambers**

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

MEMBERS

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

COUNSEL

Dawn Meyers

STAFF

Paul McDermott, Deputy Executive Director for Airside Operations and Airport Construction Projects
Janet Sherr, Deputy Executive Director of Landside Operations/Facilities, Business Development and Communications
Kimberly Whalen, Public Affairs Director
Arthur Rubin, Comptroller
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

Mr. Fogel abstained from the vote as he didn't attend last month's meeting.

A MOTION to approve the minutes of the August 21, 2013 regular meeting was made by Mr. Feiler, SECONDED by Mr. Schwartz and approved by all Authority Members present.

AGENDA CHANGES

Ms. Meyers stated there are two agenda changes. First, there is a typo in the "Whereas" clause of item VIII(C) (the reference to Boca Aviation should be to Signature). Also, item X(C) has been pulled as per the request of the Chair. It is anticipated that item will come back at a later date.

CONSENT AGENDA

There were no items to be considered.

STATE, FEDERAL, COUNTY AND MUNICIPAL INPUT

There was no input provided.

FINANCIAL REPORT

Mr. Carman provided a presentation of the August Financial Report.

A MOTION for approval of the financial report for August 2013 was made by Mr. Benefield, SECONDED by Mr. Carman and approved by all Authority Members present.

Mr. Carman provided a presentation of the Boca Raton Airport Authority's proposed Annual Operating and Capital Budget for Fiscal Year 2014 (October 1, 2013 through September 30, 2014). Ms. Sherr stated the budget projects a small increase in revenue and a small increase in expenses. Discussion ensued regarding the explanation of the budget.

A MOTION to consider Resolution Number 09-40-13 of the Boca Raton Airport Authority authorizing approval to accept and adopt the Annual Operating and Capital Budget for Fiscal Year 2014 (October 1, 2013 through September 30, 2014) was made by Mr. Schwartz, SECONDED by Mr. Fogel 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 August. Discussion ensued regarding the decrease in Av Gas fuel.

TENANT REPORTS AND REQUESTS

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a hangar lease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Universal Jet Aviation.

A MOTION to consider Resolution Number 09-41-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the hangar lease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Universal Jet Aviation in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 (as amended) at the Boca Raton Airport was made by Mr. Feiler, SECONDED by Mr. Schwartz and approved by all Authority Members present.

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation for approval of an agency agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and The Hertz Corporation. Discussion ensued regarding how long Hertz has been operating without approval.

A MOTION to consider Resolution Number 09-42-13 of the Boca Raton Airport Authority authorizing “Conditional Approval” of the agency agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and The Hertz Corporation in accordance with the Authority’s Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 (as amended) at the Boca Raton Airport was made by Mr. Feiler, SECONDED by Mr. Schwartz and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support Boca Raton for approval of a sublease agreement with Beach Aviation. Discussion ensued regarding missing insurance documents.

A MOTION to consider Resolution Number 09-43-13 of the Boca Raton Airport Authority authorizing “Conditional Approval” of the sublease agreement by and between Signature Flight Support Boca Raton and Beach Aviation in accordance with the Authority’s Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 (as amended) at the Boca Raton Airport was made by Mr. Feiler, SECONDED by Mr. Fogel and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support Boca Raton of the Boca Raton Airport Authority to host an aircraft exhibit and the Shuzz Art Fashion event on their leasehold. The special event is scheduled for Saturday, March 8, 2014.

A MOTION to consider Resolution Number 09-44-13 of the Boca Raton Airport Authority authorizing conditional approval to Signature Flight Support Boca Raton to host a Special Event of aircraft on static display for the Shuzz Art Fashion event scheduled on their leasehold for Saturday, March 8, 2014; whereby, the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and Endorsement in accordance with the Authority’s Minimum Standards and Requirements for Aeronautical Activities (as amended) and submission of applicable safety, security and barricade plans was made by Mr. Schwartz, SECONDED by Mr. Feiler and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support Boca Raton of the Boca Raton Airport Authority to host a Special Event on their leasehold for Vital Flights Kids Day, scheduled for April 5, 2014.

A MOTION to consider Resolution Number 09-45-13 of the Boca Raton Airport Authority authorizing conditional approval to Signature Flight Support to host a Special Event on their leasehold for Vital Flights Kids Day, scheduled for April 5, 2014; whereby, the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and Endorsement in accordance with the Authority’s Minimum Standards and Requirements for Aeronautical Activities (as amended) and submission of applicable safety, security and barricade plans was made by Mr. Fogel, SECONDED by Mr. Benefield and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support Boca Raton of the Boca Raton Airport Authority authorizing approval of a change in signage, (airside portions only), at

the east end of the FBO's fuel farm facility subject to conditions set forth in the Boca Raton Airport Sign Standards. Discussion ensued regarding the approval of the signs and comments regarding the description of the signs.

A MOTION to consider Resolution Number 09-46-13 of the Boca Raton Airport Authority authorizing approval to Signature Flight Support Boca Raton of the changed signage (airside only) at the FBO's fuel farm facility subject to conditions set forth in the Boca Raton Airport Sign Standards was made by Mr. Carman, SECONDED by Mr. Benefield and approved by all Authority Members present.

Mr. McDermott provided a 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 404. Discussion ensued regarding how the surcharge is levied.

A MOTION of the Boca Raton Airport Authority authorizing approval of the application for an exemption of the Authority's surcharge to Corban Air Enterprises Corp (aviation broker) for Suite 404 of the Boca Aviation Building was made by Mr. Schwartz, SECONDED by Mr. Folden and approved by all Authority Members present.

Ms. Meyers provided a request from Cinemark USA, Inc. of the Boca Raton Airport Authority for consent to the Third Amendment to the Lease between Cinemark, USA, Inc., and Bogart's of Boca, Inc.

A MOTION to consider Resolution Number 09-47-13 of the Boca Raton Airport Authority consenting to the request of Cinemark, USA, Inc., to their Third Amendment to the Lease with Bogart's of Boca, Inc. was made by Mr. Fogel, SECONDED by Mr. Carman and approved by all Authority Members present.

AIRPORT MANAGER AND STAFF REPORTS

Mr. Benfield provided a status report on Tower Funding stating his prediction is that it will go to Continuing Resolution which means the budget will stay the same. The FAA will receive the same amount of money and they do not have to allocate money to the Contract Towers. Discussion ensued.

Mr. Feiler provided a status report on TASK 27 – Design/Construct Airport Administration Building stating the Committee met on August 29th with Chief Project Manager, Interior Designer and Architect. Discussion ensued regarding how to review 30% design plans and future updates.

Ms. Budd provided a status report on TASK 40 – Customs Feasibility Study, introducing Ana Sotorio, President of Aviation Strategies and Trade Solutions (ASTS) Inc. Ms. Sotorio provided a presentation regarding the Customs Feasibility Study. Discussion ensued regarding highlights of the study.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided a status report on the Search Committee advising everyone to review the brochure provided by ADK Consulting. Ms. Budd also stated we are currently under a 30 day cone of silence; all inquires go directly to ADK Consulting. Ms. Sherr provided a presentation of the brochure. Discussion ensued.

Ms. Budd provided a status report from the Governance Committee stating no contact forms have been submitted.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

No other business was provided.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, October 16, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURMENT

Meeting Adjourned at 7:14 pm.

Cheryl Budd, Chair

Date