

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

**Wednesday, October 16, 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, October 16, 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

CHERYL BUDD	CHAIR
BILL SCHWARTZ	VICE CHAIR
PAUL CARMAN	SECRETARY & TREASURER
BRUCE BENEFIELD	MEMBER
FRANK FEILER	MEMBER
MITCHELL C. FOGEL	MEMBER
GENE A. FOLDEN	MEMBER

II. APPROVAL OF MINUTES

Consider approval of minutes for the Regular Meeting of September 18, 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. Presentation of the September Financial Report; chaired by Mr. Carman, Secretary & Treasurer;

Consider a Motion for approval of the financial report for September 2013;

- B. Status report on the Authority's Workers Compensation Insurance Policy for the term of November 5, 2013 through November 4, 2014; chaired by Mr. Folden;

Consider a Motion of the Boca Raton Airport Authority authorizing approval to renew the Workers Compensation Insurance Policy for the term of November 5, 2013 through November 4, 2014; and

- C. Status report on the Boca Raton Airport Authority's Monthly Audit Report performed by Carolyn Binder, CPA.

VII. NOISE ABATEMENT PROGRAM

Noise Abatement / Operations Summary and Runway 05 Departures Report for the month of September 2013; Mr. McDermott, Deputy Executive Director for Airside Operations and Airport Construction Projects.

VIII. TENANT REPORTS AND REQUEST

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 412;

Consider a Motion of the Boca Raton Airport Authority authorizing approval of the application for an exemption of the Authority's surcharge to JetLegal, LLC (aviation law firm) for Suite 412 of the Boca Aviation Building.

IX. AIRPORT MANAGER AND STAFF REPORTS

A. Status report on Tower funding; chaired by Mr. Benefield;

B. Status report on TASK 12 - Install Blast Fence; chaired by Mr. Schwartz; Vice Chair;

C. Status report on TASK 27 - Design/Construct Airport Administration Building; chaired by Mr. Feiler;

D. Status report on TASK 28 - Automated Weather Observing System (AWOS); chaired by Mr. Carman; Secretary & Treasurer;

Consider Resolution Number 10-48-13 of the Boca Raton Airport Authority approving Change Order No. 2 to the contract with Hypower, Inc., for Task 28 - Automated Weather Observing System (AWOS).

E. Status report on the execution of a License Agreement with Exelis, Inc., for Automatic Dependent Surveillance - Broadcast (ADS-B) data;

Consider Resolution Number 10-49-13 of the Boca Raton Airport Authority ratifying execution of a License Agreement with Exelis, Inc., for Automatic Dependent Surveillance - Broadcast (ADS-B) data, and reserving all rights under the Ground Lease assigned to Exelis, Inc. pursuant to Resolution No. 06-16-12;

- F. Status report by Airport Management regarding an amendment to the Boca Raton Airport Authority's Accounting Policies and Procedures Manual to include credit memo procedures, and an amendment to the Authority's Accounting Policies and Procedures Manual, Airport Regulations and Minimum Standards to include security ID badge policies and procedures;

Consider Resolution Number 10-50-13 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority's Accounting Policies and Procedures Manual to include credit memo procedures; and

Consider Resolution Number 10-51-13 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority's Accounting Policies and Procedures Manual, Airport Regulations and Minimum Standards to include the security ID badge polices and procedures;

- G. Status report by Airport Management regarding the revising of the Airport Regulations, Minimum Standards, Procurement Code, Sign Standards, Bylaws, and Accounting Policies and Procedures Manual to reflect the re-designation of the Airport Manager to the Executive Director of the Boca Raton Airport;

Consider Resolution Number 10-52-13 of the Boca Raton Airport Authority revising the Airport Regulations, Minimum Standards, Procurement Code, Sign Standards, Bylaws, and Accounting Policies and Procedures Manual to reflect the re-designation of the Airport Manager to the Executive Director of the Boca Raton Airport; and

- H. Status report by Airport Management on the Ken A. Day Scholarship Fund.

X. AUTHORITY MEMBERS REQUESTS AND REPORTS

- A. Status report on the Search Committee; chaired by Ms. Budd;

- B. Status report on the Governance Committee, chaired by Ms. Budd, on the filing of two (2) Contact Disclosure Forms by Mr. Folden and Mr. Feiler;

- C. Request from Ms. Budd for approval to appoint Mitchell Fogel to be Chairman of a newly formed Committee known as Lease Reversions; and

- D. Status report on the Boca Raton Airport Authority's 2014 meeting schedule.

XI. PUBLIC COMMENT

XII. OTHER BUSINESS

XIII. MISCELLANEOUS

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

XIV. ADJOURNMENT

Respectfully submitted,

Janet Eaton Sherr
Deputy Executive Director
Landside Operations/Facilities,
Business Development and Communication