

BOCA RATON AIRPORT AUTHORITY MEETING AGENDA

**Wednesday, November 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, November 20, 2013, at 6:00 p.m. All requests to be placed on the agenda by the public must be submitted to the Executive Director, 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	BOARD MEMBER
FRANK FEILER	BOARD MEMBER
MITCHELL C. FOGEL	BOARD MEMBER
GENE A. FOLDEN	BOARD MEMBER

II. APPROVAL OF MINUTES

Consider approval of minutes for the Regular Meeting of October 16, 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 October Financial Report; chaired by Mr. Carman, Secretary & Treasurer;

Consider a Motion for approval of the financial report for October 2013; and

- B. 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 October 2013; Mr. McDermott, Deputy Executive Director for Airside Operations and Airport Construction Projects.

VIII. TENANT REPORTS AND REQUEST

- A. Request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a lease agreement with Non-Stop Aviation, an aircraft management company, for an office in Hangar B2;

Consider Resolution Number 11-53-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the lease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Non-Stop Aviation for an office in Hangar B2 in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 [as amended, (the "Standards")] at the Boca Raton Airport;

- B. Request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a sublease agreement with Beach Aviation;

Consider Resolution Number 11-54-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the sublease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Beach Aviation in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 [as amended, (the "Standards")] at the Boca Raton Airport; and

- C. Request from Boomers! of the Boca Raton Airport Authority to host a Special Event on their leasehold for Snap On Tools, scheduled for December 18, 2013 from 4:00 pm - 8:00 pm. The Snap On event is a family oriented event. Two Snap On trailers turn into museums on wheels displaying a vehicle built with Snap On tools. There will be no cooking or sale of alcoholic beverages. There are approximately 100 expected guests;

Consider Resolution Number 11-55-13 of the Boca Raton Airport Authority authorizing conditional approval to Boomers! to host a Special Event on their leasehold for Snap On Tools, scheduled for December 18, 2013; 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 and submission of applicable safety, security and barricade plans.

IX. AIRPORT MANAGER AND STAFF REPORTS

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

- B. Status report on the Website Design and Development Committee, chaired by Ms. Budd;

- C. Request of Airport Management, as assisted by Airport Legal Counsel, of the Boca Raton Airport Authority authorizing approval to advertise a Request for Proposals (RFP) for a Retirement Fund Administrator for the Boca Raton Airport Authority's Retirement Fund Program;

Consider Resolution Number 11-56-13 of the Boca Raton Airport Authority authorizing approval to advertise a Request for Proposals (RFP) for a Retirement Fund Administrator for the Boca Raton Airport Authority's Retirement Fund program;

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

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

- F. Status report by Airport Management regarding an amendment to the Boca Raton Airport Authority's Accounting Policies and Procedures Manual, the Airport Regulations and Minimum Standards to include an amendment to the Security ID Badge Policies and Procedures;

Consider Resolution Number 11-57-13 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 an amendment to the Security ID Badge Polices and Procedures;

- G. Status report by Airport Management on the Boca Raton Airport Authority's Employee Handbook;

Consider Resolution Number 11-58-13 of the Boca Raton Airport Authority authorizing approval to amend the Authority's Employee Handbook; and

- H. Status report on the sale and assignment of the Hotel Property Sublease by Boca Airport Hotel Partners Limited, L.L.P. to Boca Suites, LLC;

Consider Resolution Number 11-59-13 of the Boca Raton Airport Authority approving the sale and assignment of the Hotel Property Sublease by Boca Airport Hotel Partners Limited, L.L.P. to Boca Suites, LLC, approving an Amended and Restated Non-Disturbance Recognition and Direct Leasing Agreement and authorizing the issuance of a Master Lease Estoppel.

X. AUTHORITY MEMBERS REQUESTS AND REPORTS

- A. Status report by Mr. Feiler on his participation of the Greater Boca Raton Chamber of Commerce Washington D.C. Fly-In dated October 27-30, 2013;

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

- C. Status report on the Governance Committee, chaired by Ms. Budd; and

- D. Status report on the Boca Raton Airport Authority's Employee Holiday Bonus and Special Circumstance Distribution;
 - 1. Consider Resolution Number 11-60-13 of the Boca Raton Airport Authority authorizing approval to the Interim Airport Director to distribute the Employee Holiday Bonus Program in accordance with the Authority's Employee Handbook; and

 - 2. Consider a Motion to approve a special circumstance distribution to the Airport staff proposed by the Chair and Interim Executive Director, the funds for which shall come from the Keyman Insurance Policy proceeds and shall not exceed \$40,000.00.

XI. PUBLIC COMMENT

XII. OTHER BUSINESS

XIII. MISCELLANEOUS

The next meeting is scheduled for December 18, 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