

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

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

**BOARD MEMBERS**

|                   |                     |
|-------------------|---------------------|
| Cheryl Budd       | Chair               |
| Bill Schwartz     | Vice-Chair          |
| Paul W. Carman    | Secretary/Treasurer |
| Bruce Benefield   | Board Member        |
| Frank Feiler      | Board Member        |
| Mitchell C. Fogel | Board Member        |
| Gene A. Folden    | Board 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](http://www.bocairport.com).*

Ms. Budd requested a moment of silence in honor of Ken Day.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the November 20, 2013 regular meeting was made by Mr. Benefield, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

**AGENDA CHANGES**

Ms. Meyers provided three (3) agenda changes. Item VIII B - added an amended Resolution; item VIII C - was removed; and item IX F - added Dickey Consultants renewal Agreement.

**A MOTION of the Boca Raton Airport Authority to approve the agenda changes was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

**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 November Financial Report.

**A MOTION for approval of the financial report for November 2013 was made by Mr. Benefield, SECONDED by Mr. Feiler and approved by all Authority Board Members present.**

Ms. Sherr provided a status report on the Boca Raton Airport Authority's Quarterly Audit Report performed by Carolyn Binder, CPA. Ms. Sherr stated that one exception was found regarding the Key Man Insurance funds and the exception had been cured.

## **NOISE ABATEMENT PROGRAM**

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

The record reflects that Mr. Fogel arrived at 6:08 pm.

## **TENANT REPORTS AND REQUESTS**

Mr. McDermott provided a request from Signature Flight Support of the Boca Raton Airport Authority to host a Special Event on their leasehold for February 12-16, 2014 for the Collings Foundation "Wings of Freedom Tour".

**A MOTION to consider Resolution Number 12-61-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" to Signature Flight Support to host a Special Event on their leasehold for February 12-16, 2014 for the Collings Foundation "Wings of Freedom Tour" whereby, the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and Endorsements in accordance with the Authority's Minimum Standards and Requirements and submission of applicable safety, security and barricade plans was made by Mr. Feiler, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

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 Master Plan and approval of the plans for the left turn lane into the Premier Aviation leasehold. Bonnie Miskel, legal counsel for Premier Aviation, provided a PowerPoint presentation of the Master Plan drawings and renderings of the proposed development. Discussion ensued regarding the conditional approval provided by the City of Boca Raton.

**A MOTION to consider Resolution Number 12-62-13 of the Boca Raton Airport Authority consenting to Premier Aviation of Boca Raton, LLC's Master Plan for Premier Park was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Authority Board Members present, with the exception of Mr. Fogel abstaining due to a conflict as Mr. Fogel represented Samkin TK, LLC,, the operator of the Tilted Kilt Restaurant on lease negotiations with Premier Aviation.**

**A MOTION to consider Resolution Number 12-63-13 of the Boca Raton Airport Authority conditionally approving the plans for the left turn lane into the Premier Aviation leasehold was made by Mr. Folden, SECONDED by Mr. Benefield and approved by all Authority Board Members present, with the exception of Mr. Fogel abstaining.**

Mr. McDermott provided a request from Fairman & Associates, Inc. of the Boca Raton Airport Authority for approval of the Application for Exemption from the Authority's Airport Surcharge to Beach Aviation for an approved aviation activity within the Boca Aviation Building in Suite 405.

**A MOTION of the Boca Raton Airport Authority authorizing approval of the Application for Exemption of the Authority's surcharge to Beach Aviation for Suite 405 of the Boca Aviation Building was made by Mr. Benefield, SECONDED by Mr. Schwartz and approved by all Authority Board Members present.**

Mr. McDermott provided a request from Festival Fun Parks, d/b/a Boomers! of the Boca Raton Airport Authority to have a Gourmet Food Truck Event as a Special Event on their leasehold, scheduled for December 20, 2013 from 4:00 pm - 8:00 pm.

**A MOTION to consider Resolution Number 12-64-13 of the Boca Raton Airport Authority authorizing conditional approval to Festival Fun Parks, d/b/a Boomers! to have a Gourmet Food Truck Event as a Special Event on their leasehold, scheduled for December 20, 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 was made by Mr. Folden, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

#### **AIRPORT MANAGER AND STAFF REPORTS**

Mr. Benefield provided a status report on Tower funding stating that Congress and the House of Representatives passed the budget on December 12, 2013 in a Joint Resolution with the House and the Senate. Both are very favorable for the continuation of the funding of the contract tower program.

Ms. Budd provided a status report on the Website Design and Development Committee stating the website looks great. Ms. Sherr stated the launch of the new website went smoothly and we have received great feedback.

Mr. Feiler provided a status report on TASK 27 - Design/Construct Airport Administration Building stating the project is now in the 90% design phase. Ms. Sherr stated the project is still on schedule and the 90% plans will come before Authority in February. FARDA will also have the opportunity to review the plans in February. Staff is currently working diligently to finalize these plans.

Ms. Budd provided a status report on Task 40 - Customs Feasibility Study stating the study was not presented this month as previously promised. This is the second time a deadline has not been met. The reasoning is that part of the process included a survey for the users of the airport. The surveys did not come back with a statistically valid number of responses. Additionally, economic questions are being posed to City Council and other public entities and have not yet been completed. Discussion ensued.

Mr. Folden provided a PowerPoint presentation on behalf of the Security Committee regarding an amendment to the Boca Raton Airport Authority's Airport Regulations and Minimum Standards to include an amendment to the Security ID Badge Policies and Procedures. Discussion ensued regarding the badge audit process.

**A MOTION to consider Resolution Number 12-65-13 of the Boca Raton Airport Authority authorizing approval to amend the Security ID Badge Policies and Procedures was made by Mr. Carman, SECONDED by Mr. Fogel and approved by all Authority Board Members present.**

Ms. Meyers provided a status report on the Disadvantaged Business Enterprise (DBE) consultant agreement renewal with Dickey Consulting. The original agreement was entered into on January 1, 2012 for a period of one year. Last year the Authority exercised one of two one-year options.

**A MOTION to approve the renewal of the Disadvantaged Business Enterprise (DBE) consulting agreement with Dickey Consulting for an additional one year term was made by Mr. Benefield, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

#### **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Ms. Budd provided a status report on the Governance Committee stating there were no forms submitted.

Ms. Budd, chair of the Search Committee, stated the Committee has reached the end of the search process and it is now time to select a new Executive Director. The number of candidates have gone from six to three, and the Authority has interviewed the three remaining candidates.

Ms. Sherr went into detail on how the selection process was performed by ADK Executive Search, Inc. and the Search Committee to come up with the three final candidates.

Ms. Budd went over the process of approving the Resolution stating first the Authority will select an Executive Director and then they will provide authorization to Airport Legal Counsel and the Chair of the Search Committee to commence the negotiation of an Employment Agreement.

Ms. Meyers stated the way it is set forth in the agenda it calls for the discussion of the contractual terms after the Resolution is passed selecting the new Executive Director. She suggested that the Authority discuss the contractual terms before the selection of an Executive Director. Ms. Meyers then went over the terms of the contract. Discussion ensued regarding the contractual terms.

Ms. Meyers went over the procedure for selecting a new Executive Director stating if someone makes a motion for one of the candidates and if seconded, then the Authority may have a discussion and then a vote will take place. If that candidate prevails by majority vote there would be no other motions. If that motion fails due to lack of a second or it is not passed by a majority vote, then the Authority may entertain a second motion.

**A MOTION of the Boca Raton Airport Authority selecting Clara Bennett as the new Executive Director of the Boca Raton Airport was made by Mr. Schwartz, SECONDED by Mr. Fogel and discussion ensued.**

Ms. Budd thanked all of the candidates for applying for the position of Executive Director, stating the length of the process, due diligence of the Committee and the quality of the finalists. Ms. Budd stated that any choice would be a good one but that she agreed with the selection of Clara Bennett.

Mr. Folden stated why he rated Rick Karl higher and why he thought he should be selected.

**A MOTION to consider Resolution Number 12-66-13 of the Boca Raton Airport Authority selecting the new Executive Director of the Boca Raton Airport as Clara Bennett, and authorizing Airport Legal Counsel and the Chair of the Authority to commence negotiations of an Employment Agreement with the new Executive Director was made by Mr. Schwartz, SECONDED by Mr. Fogel and approved by five of the Authority Board Members present, with Mr. Feiler and Mr. Folden voting no. The Motion carried.**

#### PUBLIC INPUT

Pete Ricondo gave a speech remembering Ken Day and thanking the Authority and Airport Management for their support during the transition period.

Ms. Budd thanked Pete Ricondo for his kind words and for assisting the Authority.

#### OTHER BUSINESS

No other business was provided.

#### MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, January 15, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

#### ADJOURNMENT

Meeting Adjourned at 7: 51 pm.

  
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Cheryl Budd, Chair

  
\_\_\_\_\_  
Date

