

**Boca Raton Airport Authority
Meeting Minutes
January 15, 2014
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
Jose Blanco, Administrative Assistant

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.bocaairport.com.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 18, 2013 regular meeting was made by Mr. Carman, SECONDED by Mr. Feiler and approved by all Authority Board Members present.

AGENDA CHANGES

There were no agenda changes provided.

CONSENT AGENDA

There were no items to be considered.

STATE, FEDERAL, COUNTY AND MUNICIPAL INPUT

There was no input provided.

Ms. Budd stated that Clara Bennett has signed the contract and will officially begin employment with the Boca Raton Airport Authority on February 3, 2014.

Ms. Budd stated she will be initiating a Compensation Committee, which she will chair.

FINANCIAL REPORT

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

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

Ms. Sherr provided a status report on the Boca Raton Airport Authority's Monthly Audit Report performed by Carolyn Binder, CPA. Ms. Sherr stated that the audit was clean this month and there was nothing to report.

Ms. Sherr stated that the Audit Committee met this week for the Audit Kick-Off for fiscal year 2013. Horkey & Associates is tasked to complete and present the audit by May 31, 2014.

NOISE ABATEMENT PROGRAM

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

Mr. McDermott provided an Incident Report - Vehicle Deviation - December 30, 2013. Discussion ensued.

TENANT REPORTS AND REQUESTS

Mr. McDermott provided a request from Signature Flight Support of the Boca Raton Airport Authority to amend the date of the Special Event on their leasehold for the Shuzz Art Fashion event previously scheduled for March 8, 2014 to March 22, 2014.

A MOTION of the Boca Raton Airport Authority authorizing approval to Signature Flight Support to amend the date of the Shuzz Art Fashion Special Event on their leasehold, which was previously granted conditional approval by way of Resolution Number 09-44-13, from March 8, 2014 to March 22, 2014, the amendment of 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. Schwartz, seconded by Mr. Fogel 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 approval of Tilted Kilt's final plans for a portion of Phase II. Discussion ensued.

Mr. Doug Mummaw architect for Tilted Kilt gave a presentation of Tilted Kilt's final plans. Discussion ensued regarding questions of Tilted Kilt's final plans and development.

A MOTION to consider Resolution Number 1-1-14 of the Boca Raton Airport Authority authorizing approval of the Tilted Kilt's final plans for a portion of Phase II of the Premier Aviation leasehold was made by Mr. Carman, seconded by Mr. Schwartz and approved by all Authority Board Members present, with the exception of Mr. Fogel abstaining.

AIRPORT MANAGER AND STAFF REPORTS

Mr. Benefield provided a status report on Tower funding stating the funding will continue through September 30, 2014 and will continue from there pending the passing of the Omnibus Bill.

Ms. Sherr provided a status report by Airport Management on the Boca Raton Airport Authority's Employee Handbook stating there are a few changes having to do with communications protocol within the office and vacation plans that are cancelled due to the interference of something at the airport, and approved by the Airport Executive Director may be reimbursed by the Authority, and all incidents at the airport must follow a communication protocol.

A MOTION to consider Resolution Number 1-2-14 of the Boca Raton Airport Authority authorizing approval to amend the Authority's Employee Handbook was made by Mr. Fogel, seconded by Mr. Folden and approved by all Authority Board Members present.

Mr. Feiler provided a status report on TASK 27 - Design/Construct Airport Administration Building stating the time has come for the Authority to make input and suggestions to the plans for the building. A Workshop will be held on Friday, January 24, 2014 from 9:00 am - 11:00 am in the Royal Palm Room at the Boca Raton Community Center. A tentative meeting is scheduled for January 27th to meet with city officials for their review of the plans.

Ms. Sherr stated the purpose of the Workshop is to provide staff direction of the size of the building, review cost bid options to build, as well as review the cost bid options for a green building. A financial proforma for the Airport Authority will be provided. At the February Authority Meeting 100% plans will be presented to the Authority for final approval.

Mr. Folden provided a status report by the Security Committee stating last month we addressed accounting procedures that pertained to ID Badge Audits; an administrative audit performed by the FBO's and tenants and a yearly physical audit performed by staff. Mr. Folden also mentioned security steps being taken to secure the outside and inside perimeter.

AUTHORITY MEMBERS REQUESTS AND REPORTS

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

PUBLIC INPUT

No public input was provided.

OTHER BUSINESS

No other business was provided.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, February 19, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURMENT

Meeting Adjourned at 6:49 pm.



Cheryl Budd, Chair



Date

