

**Boca Raton Airport Authority
Meeting Minutes
July 16, 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
Bruce Benefield	Secretary & Treasurer
Frank Feiler	Board Member
Mitchell C. Fogel	Board Member
Gene A. Folden	Board Member
Jack Fox	Board Member

COUNSEL

Dawn Meyers, Esquire - Berger Singerman

STAFF

Clara Bennett, Executive Director
Janet Sherr, Deputy Executive Director Business Administration
Mark Cervasio, Operations Manager
Kimberly Whalen, Business & Marketing Manager
Jose Blanco, Special Projects & Technology Coordinator
Ariadna Camilo, Accounting Coordinator

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.

Mr. Bill Schwartz participated in the meeting via conference call.

Ms. Budd thanked the Board for her re-appointment as Chair.

APPROVAL OF MINUTES

A MOTION of the Boca Raton Airport Authority to approve the minutes of the June 18, 2014 regular meeting was made by Mr. Feiler, seconded by Mr. Folden and approved by all Authority Board Members present.

AGENDA CHANGES

There was one agenda change. Item XD was added to ratify certain repairs that were necessary at the airport.

Motion to approve the agenda was made by Mr. Benefield, seconded by Mr. Fox 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.

PUBLIC REQUEST

If any member of the public wishes to provide comment on any item, the time to do so is now. Please complete a public comment card identifying the item upon which you wish to be heard and provide it to Mrs. Whalen. The public comment cards are located in the lobby. Each member of the public wishing to comment will be provided with 3 minutes to do so. The Chair reserves the right to move the public comment opportunity on a specific agenda item to the point in the agenda when that item is to be considered and/or to extend the allotted time per speaker.

FINANCIAL REPORT

Mr. Benefield provided a presentation of the June Financial Report.

A MOTION of the Boca Raton Airport Authority for approval of the Financial Report for June 2014 was made by Mr. Schwartz, seconded by Mr. Fogel and approved by all Authority Board Members present.

Ms. Sherr provided a status report on the Audit Committee's selection process for External Auditors for the Boca Raton Airport Authority's Fiscal Year ending September 30, 2014 stating five responses were submitted. Four out of five were responsive. The Audit Committee reviewed and rated all submissions. Grau & Associates was top ranked and recommended for contract negotiations.

A MOTION to consider Resolution Number 07-29-14 of the Boca Raton Airport Authority approving the Professional Audit Services contract to the most responsive bidder for three (3) years beginning with the fiscal year ending September 30, 2014 through the fiscal year ending September 30, 2016 with the option of renewing these contractual auditing services for an additional three (3) years was made by Mr. Fox, seconded by Mr. Folden and approved by all Authority Board Members present.

Mr. Folden provided a status report on the Boca Raton Airport Authority's Directors & Officers Liability Insurance Policy and Excess Directors and Officers Liability Insurance renewals for August 16, 2014 through August 16, 2015 at 12:01 a.m.. There was an increase of \$971.79 from last year. There were no claims. Ms. Meyers stated that the BRAA is entitled to sovereign immunity that cap all torts at \$200,000 per incident or \$300,000 aggregate. From a legal perspective the amount of coverage is adequate. Ms. Meyers read a portion of Statute 768.28(5) and 786.28(9)(a).

A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Authority's Directors & Officers Liability Insurance Policy and the Excess Directors and Officers Liability Insurance for the effective period of August 16, 2014 through August 16, 2015 at 12:01 a.m. was made by Mr. Schwartz, seconded by Mr. Benefield and approved by all Authority Board Members present.

Ms. Bennett welcomed Mark Cervasio, new Operations Manager and provided background information regarding Mr. Cervasio's work experience.

NOISE ABATEMENT PROGRAM

Ms. Bennett provided the Noise Abatement/Operations Summary for the month of June. Discussion ensued. Ms. Bennett provided detailed information regarding the two incidents that occurred on June 23, 2014 and June 25, 2014.

TENANT REPORTS AND REQUESTS

Ms. Meyers provided a request from Atlantic Aviation of the Boca Raton Airport Authority for approval of a sublease agreement with Go Rentals. Discussion ensued. Melissa Jones, Go Rentals, provided background information on the company. Ms. Jones will provide additional information to the Authority regarding its license to operate in the state of Florida. Ms. Jones stated that 30-50 cars will be based at BCT. Other locations will include West Palm Beach, Fort Lauderdale Executive and Opa Locka.

A MOTION to consider Resolution Number 07-30-14 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the sublease agreement by and between Atlantic Aviation and Go Rentals 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 was made by Mr. Fogel, seconded by Mr. Folden and approved by all Authority Board Members present.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Benefield provided a status report on Tower funding stating he was not able to attend the FAA Control Tower Workshop. Ms. Bennett stated she did attend and the funding is secure through 2015. However, 2016 funding may have to be approved by continuing resolution. While in Washington, Ms. Bennett met with several Congressional staff including Representative Lois Frankel.

Mr. Folden provided a presentation on the security signage program that has been implemented at the airport. Mr. Folden stated that in the past month over 50 badges were deactivated as a result of the monthly badge audit.

Ms. Budd provided a status report on TASK 40 - Customs Feasibility Study reviewing the project recap, cost/funding estimates, benefits, and the challenges of the project and the project update. Ms. Bennett stated while in Washington she was able to meet with individuals from Customs and Border Patrol regarding this project. Ms. Budd stated the Authority is doing their due diligence and working as quickly as possible. Mr. Fox provided input on the size of the building structure that is required by Customs and Border Patrol.

Ms. Bennett provided information regarding an Emergency Procurement that was needed due to immediate actions required on the airfield for emergency pavement repairs and environmental clean-up due to a fuel spill. Mr. Blodgett, Authority's Broker of Record, stated that the aircraft owner of the incident has been notified and their insurance company has been noticed. No claims are expected of the Authority's insurance carrier.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided a status report on the Governance Committee stating there were no public contacts provided.

Ms. Budd provided suggestions for assignments of Committee Chair(s) to various Projects and Committees for the period of July 2014 through June 2015.

A MOTION of the Boca Raton Airport Authority to accept the new Committee Chair(s) Assignments to various Projects and Committees for an effective period of July 2014 through June 2015 was made by Mr. Benefield, seconded by Mr. Feiler and approved by all Authority Board Members present.

PUBLIC INPUT

Tom Thayer, 4821 N. Dixie Hwy, Boca Raton, FL provided input on the Authority's public comment and requests and stated the response has been excellent. Mr. Thayer thanked the Authority for their support.

OTHER BUSINESS

A discussion ensued regarding a sub-contractor lien that was filed. The Authority withheld payment to the contractor responsible for this specific sub-contractor. The issue has since been rectified and all parties have been issued payment.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, August 20, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 7:03 pm.



Cheryl Budd, Chair



Date