

**Boca Raton Airport Authority
Meeting Minutes
August 20, 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 - via conference call
Bruce Benefield	Secretary & Treasurer
Frank Feiler	Board Member
Mitchell C. Fogel	Board Member - Absent
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.bocaairport.com.

APPROVAL OF MINUTES

A MOTION of the Boca Raton Airport Authority to approve the minutes of the July 17, 2014 regular meeting was made by Mr. Benefield, seconded by Mr. Feiler and approved by all Authority Board Members present.

AGENDA CHANGES

There was one agenda change to Item XA - Status report on the proposed development of University Village District that withdrew the staff recommendation and limited the item to discussion only.

A MOTION to approve the agenda change was made by Mr. Schwartz, 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

There were no public requests provided.

FINANCIAL REPORT

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

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

Ms. Sherr provided a status report on the issuance of Fleet Cards for fuel and servicing of the airport vehicles. Discussion ensued regarding credit limits and the term of the contract with the bank for these services. Ariadna Camilo, Accounting Coordinator provided additional information.

A MOTION to consider Resolution Number 08-31-14 of the Boca Raton Airport Authority ratifying the execution of Fleet Cards for fuel and services of the airport vehicles was made by Mr. Feiler, seconded by Mr. Folden and approved by all Authority Board Members present.

Ms. Sherr provided a status report on the Procurement Cards with FIA Card Services, N.A., a subsidiary of Bank of America, and allocation of individual credit limits by the Executive Director. Discussion ensued.

A MOTION of the Boca Raton Airport Authority to consider Resolution 08-32-14 of the Boca Raton Airport Authority approving the issuance of Procurement Cards with FIA Card Services, N.A., a subsidiary of Bank of America, and the allocation of individual credit limits by the Executive Director was made by Mr. Fox, seconded by Mr. Feiler and approved by all Authority Board Members present.

Mr. Folden provided a status report on the Boca Raton Airport Authority's General Liability Insurance Policy renewal for September 1, 2014 through September 1, 2015 at 12:01 a.m.

A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Authority's General Liability Insurance Policy for the effective period of September 1, 2014 through September 1, 2015 at 12:01 a.m. was made by Mr. Fox, seconded by Mr. Benefield and approved by all Authority Board Members present.

Ms. Sherr provided a status report on the Ken A. Day Scholarship Fund. Ms. Sherr requested a \$25,000 contribution be made to the Fund. Discussion ensued.

A MOTION to authorize a \$25,000 contribution to the Ken A. Day Scholarship Fund was made by Mr. Fox and seconded by Mr. Folden. Discussion ensued and Mr. Feiler moved to Amended the MOTION by increasing the contribution from \$25,000 to \$50,000. The MOTION "to Amend" failed due to a lack of a second. The original MOTION to contribute \$25,000 was approved by all Authority Board Members present.

NOISE ABATEMENT PROGRAM

Ms. Bennett provided the Noise Abatement/Operations Summary for the month of July. Discussion ensued.

TENANT REPORTS AND REQUESTS

Ms. Meyers provided a request from Cinemark, USA, Inc. of the Boca Raton Airport Authority for consent to the Fourth Amendment to Lease between Cinemark, USA, Inc. and Bogart's of Boca, Inc.

A MOTION to consider Resolution Number 08-33-14 of the Boca Raton Airport Authority consenting to the request of Cinemark, USA, Inc., to their Fourth Amendment to the Lease with Bogart's of Boca, Inc. was made by Mr. Schwartz, seconded by Mr. Feiler and approved by all Authority Board Members present.

Ms. Bennett provided a request from Atlantic Aviation of Boca Raton Airport Authority for approval of new signage on their leasehold for sub-tenant Reliable Jet Maintenance, LLC, a turbine aircraft maintenance provider.

A MOTION to consider Resolution Number 08-34-14 of the Boca Raton Airport Authority for approval to Atlantic Aviation - Boca Raton LLC for new signage at the Boca Raton Airport was made by Mr. Feiler, seconded by Mr. Fox and approved by all Authority Board Members present.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Bennett provided a status report on the proposed development of University Village District. Ms. Bennett provided an overview of the project, outlining the concerns of the airport in regards to noise and altitude issues with the development of a mixed use project within such a close proximity to the airport. Ms. Meyers stated the Airport Authority is not in a position to prevent the development but to alert the City of these valid concerns. A discussion ensued regarding the liability issues involved. Mr. Schwartz and Mr. Fox provided input relating to a pilot's perspective. Ms. Meyers stated that the City has jurisdiction over this property and the parcel in question is currently zoned for residential. Mr. Fox stated that the Airport Authority should provide comments to the City regarding the safety issues relating to this proposed development.

Mr. Benefield provided a status report on Tower funding stating that Congress is on recess, and thanked them for all of their support thus far.

Mr. Folden provided a status report of the Security Committee providing a presentation on the security signage program that has been implemented at the airport. Mr. Folden stated that a meeting was held with Marksman Security regarding areas of concerns and areas of needed improvement.

Ms. Budd provided a status report on TASK 40 - Customs Feasibility Study reviewing the project's potential benefits, and the challenges of the project. A project update was provided regarding two proposed site locations. Ms. Bennett stated there has been community engagement from the Via Verde Association regarding this project. Concerns were raised regarding increased flights, pollution, airport expansion and the use of tax payer funds. Staff met with the City, the property manager and board members of this association. Additionally, contact has been made with those who have voiced their concerns regarding a letter that was mailed to the residents of Via Verde that included inaccurate information. An environmental air pollution sampling will be completed at four separate locations within this specific residential area. Ms. Bennett outlined a timeline for the continued due diligence of the Customs project. Discussion ensued regarding the inquiries made by the residents. A meeting has been scheduled with the residents of Via Verde on October 14, 2014.

Ms. Budd provided a status report on Task 43 - Airport Marketing Plan stating the purpose of the project is to develop an image and communicate the value of the airport.

A MOTION to consider Resolution Number 08-35-14 of the Boca Raton Airport Authority authorizing approval to accept the Public Transportation Joint Participation Agreement (JPA) with the State of Florida for Airport Marketing Plan at the Boca Raton Airport was made by Mr. Schwartz seconded by Mr. Folden 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 public comments provided.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

There was no other business discussed.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, September 17, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 7:05 pm.

Cheryl Budd
Cheryl Budd, Chair

September 17, 2014
Date