

**Boca Raton Airport Authority
Meeting Minutes
November 19, 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
Paul S. Figg, Esquire – Berger Singerman

STAFF

Clara Bennett, Executive Director
Janet Sherr, Deputy Executive Director Business Administration
Mark Cervasio, Operations Manager
Ariadna Camilo, Accounting Coordinator
Scott Kohut, Security 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.bocaaairport.com.

APPROVAL OF MINUTES

A MOTION of the Boca Raton Airport Authority to approve the Minutes of the October 16, 2014 regular meeting was made by Mr. Benefield, seconded by Mr. Feiler and approved by all Authority Board Members present.

Mr. Schwartz arrived at 6:05 pm.

AGENDA CHANGES

There were no agenda changes.

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 October Financial Report. Ms. Bennett stated that variances in our Financial Report for the month of September will be adjusted in our year end closeout.

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

NOISE ABATEMENT PROGRAM

Mr. Cervasio provided the Noise Abatement/Operations Summary for the month of October. Discussion ensued regarding the rise in the number of flights at the airport and the Voluntary Curfew Program.

Mr. Cervasio provided a status Report on the Veterans Day event held on November 8, 2014. Discussion ensued.

Mr. Jim Costa, President of the Boca Raton Pilots Association, thanked everyone that attended and participated in the Veterans Day Event.

TENANT REPORTS AND REQUESTS

Mr. Cervasio provided a request from Atlantic Aviation of the Boca Raton Airport Authority for approval of a Sublease Agreement with Boca Raton Helicopters LLC, stating staff, with the assistance of Legal Counsel, received the request and it meets the requirements of Atlantic Aviation's lease as well as the Minimum Standards. Discussion ensued regarding concerns of Boca Helicopter's proper entity name and the ownership of their helicopters.

A MOTION to consider Resolution Number 11-45-14 of the Boca Raton Airport Authority authorizing approval of the Sublease Agreement by and between Atlantic Aviation and Boca Raton Helicopters, LLC. 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 conditioned on confirmation of entity and helicopter terms of lease agreement was made by Mr. Schwartz, seconded by Mr. Feiler and approved by all Authority Board Members present.

Mr. Cervasio provided a status report on Premier Aviation of Boca Raton, LLC Phase II Tilted Kilt Restaurant. Discussion ensued.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Sherr provided a request to approve an amendment to the Accounting Policies and Procedures Manual. Discussion ensued regarding the proposed changes and who proposed the changes.

A MOTION to consider Resolution Number 11-46-14 of the Boca Raton Airport Authority authorizing an amendment to the Accounting Policies and Procedures Manual was made by Mr. Fogel, seconded by Mr. Benefield and approved by all Authority Board Members present.

Mr. Feiler provided a status report on Task 27 – Design/Construct Airport Administration Building stating the project is on schedule. Discussion ensued regarding the internet provider that will be used in the Administration Building, and the process to visually document the progress of the construction.

Ms. Sherr provided a request to approve the execution of the Second Amendment to the Sign and Utility Easement. Discussion ensued regarding the details of the Second Amendment to the Sign and Utility Easement.

A MOTION to consider Resolution Number 11-47-14 of the Boca Raton Airport Authority authorizing the execution of the Second Amendment to the Sign and Utility Easement Agreement between the Boca Raton Airport Authority and Boca R&D Finance 16, Parcel 6, LLC and Boca R&D Finance 7, Parcel 3, LLC was made by Mr. Schwartz, seconded by Mr. Benefield and approved by all Authority Board Members present.

Ms. Bennett provided a request to approve the Supplemental Joint Participation Agreement with the State of Florida Department of Transportation for Administration Building Design/Construction.

A MOTION to consider Resolution Number 11-48-14 of the Boca Raton Airport Authority authorizing approval to accept the Public Transportation Supplemental Joint Participation Agreement (SJPA) with the State of Florida Department of Transportation for Administration Building Design/Construction was made by Mr. Fogel, seconded by Mr. Feiler and approved by all Authority Board Members present.

Mr. Fogel provided a status report on Task 42 – Engineered Materials Arresting System stating a grant was received this past September for the design of the EMAS System. Discussion ensued regarding the details of the EMAS System and turnaround time from the date of the submittal of the design to the conclusion of the project.

Mr. Benefield provided a status report on Task 38 – Wildlife Hazard Assessment stating that the Federal Aviation Administration (FAA) has provided a grant to perform a Wildlife Hazard Assessment. Discussion ensued regarding the details of the Wildlife Hazard Assessment.

Ms. Bennett provided a statement on the Emergency Procurement to restore the Automated Weather Observation System (AWOS) stating a lightning strike impacted the AWOS System and an Emergency Procurement was necessary for the safety of the Airport. Discussion ensued.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided a status report on the Governance Committee stating no Contact Disclosure Forms were filed this month.

The filing of Form 8B Memorandum of Voting Conflict by Mr. Fogel was noted.

Ms. Sherr provided a request to add Mr. Feiler as the fourth signer of checks stating our auditor requested that a fourth signer who is not an officer of the Board be named a check signer.

A MOTION of the Boca Raton Airport Authority authorizing Mr. Feiler as the fourth signer of checks was made by Mr. Fox, seconded by Mr. Schwartz and approved by all Authority Board Members present.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS


Discussion ensued regarding last month's conditional approval of Nathan Kanagy and Antonio Camargo LLC. Staff confirmed that the entities were proper and licensed in the State of Florida. New procedures in which staff shall provide a status report of any conditional approvals at future meetings was discussed. Staff agreed to provide status reports on all future conditional approvals.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, December 10, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 6:50 pm.



Cheryl Budd, Chair



Date