

**Boca Raton Airport Authority
Meeting Minutes
December 10, 2014
Boca Raton City Hall - Council Chambers**

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

BOARD MEMBERS

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|-------------------|-----------------------|
| 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
Ariadna Camilo, Accounting Coordinator
Scott Kohut, Security Coordinator
Jose Blanco, Special Projects and IT Coordinator
Kevin Miller, Business and Marketing 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.

APPROVAL OF MINUTES

A MOTION of the Boca Raton Airport Authority to approve the Minutes of the November 19, 2014 regular meeting was made by Mr. Schwartz, seconded by Mr. Feiler and approved by all Authority Board Members present.

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 November Financial Report. Mr. Benefield reported that revenues are about 1.2% higher than anticipated due to fuel charges which are increasing and overall expenses are about 8.5% under the budget which will even out towards the end of the year.

Ms. Bennett noted that expense reductions were experienced for the month of November primarily due to it being early and some expenses will hit later on in the year and will balance out.

Ms. Bennett noted that Marketing is one area of the budget which will be looked at as efforts are being made to gear that program up.

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

NOISE ABATEMENT PROGRAM

Mr. Cervasio provided the Noise Abatement/Operations Summary for the month of November. Mr. Cervasio noted that 21 flights were reported to have not complied with the Voluntary Curfew Program and that those pilots have been contacted.

Mr. Cervasio reported that a noise workshop was scheduled to be held on Monday, December 15, 2014 with the tenants to discuss the noise abatement program.

Mr. Folden requested for future Authority Meetings that departure heading reports be included in the Authority packets.

TENANT REPORTS AND REQUESTS

Mr. Cervasio provided a request from Signature Flight Support of the Boca Raton Airport Authority for approval of Signature to host the Wings of Freedom Tour by the Collings Foundation, January 21-25, 2015. Mr. Cervasio noted that three aircraft will be brought to the airport; B-17 Flying Fortress, B-24 Liberator, and P-51 Mustang.

Ms. Sherr also reported that the Mayor will again speak at the event at 10 A.M. on Friday January 23rd and staff has already received school confirmations.

Ms. Sherr also stated that according to the Collings Foundation, Boca Raton is one of their highest revenue producing stops and that this event is great public relations for the Airport.

Further discussion ensued regarding the Collings Foundation and aircraft being flown in for the event.

Mr. Fox arrived at 6:14 pm.

A MOTION to consider Resolution Number 12-50-14 of the Boca Raton Airport Authority authorizing conditional approval of Signature to host the Collings Foundation Wings of Freedom Tour special event January 21-25, 2015 was made by Mr. Feiler, seconded by Mr. Schwartz and approved by all Authority Board Members present.

Mr. Cervasio provided a status report on Premier Aviation of Boca Raton, LLC Tilted Kilt Restaurant. Mr. Cervasio reported that paving and realignment of Airport Road and left turn lane is complete and construction of the building according to the contractors is expected to be completed soon.

Ms. Budd inquired when the Tilted Kilt will be open for business. Mr. Cervasio stated that opening is expected in January 2015. Further discussion ensued regarding signage and landscaping.

A MOTION to consider Resolution Number 12-51-14 of the Boca Raton Airport Authority authorizing conditional approval to Premier Aviation of Boca Raton, LLC for permanent, exterior signage to Samkin TK, LLC dba/Tilted Kilt Pub and Eatery was made by Mr. Benefield, seconded by Mr. Schwartz and approved by all Authority Board Members present, with the exception of Mitch Fogel who abstained.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Bennett introduced our newest employee, Kevin Miller, the Business and Marketing Coordinator to the Airport Authority.

Ms. Bennett reported to the Authority an email received from the Florida Department of Transportation in regards to an initial offer of funding for the Customs Project for this fiscal year in the amount of \$815,120.

Ms. Bennett reported that an additional \$135,000 in supplemental grant funding has been offered by the Florida Department of Transportation for security enhancements of the airfield which will increase the State's participation to \$335,000 for the project. Ms. Bennett stated that this funding would allow for a more robust project at a total project amount of \$419,000, and that a project scope will be finalized once the funds are accepted and the RFP is released. Ms. Bennett noted that BRAA's share for this project is \$83,800.

A MOTION to consider Resolution Number 12-52-14 of the Boca Raton Airport Authority authorizing approval to accept the Public Transportation Joint Participation with the State of Florida Department of Transportation for Security Enhancement Supplemental – Phase 3 – Design and Construction at the Airport, (SPJA), Fin. Project No.: 435626-1-94-01 was made by Mr. Benefield, seconded by Mr. Folden and approved by all Authority Board Members present.

Ms. Bennett provided a request for conditional approval to award a contract to the lowest bidder of RFP #20104-BRAA-002, DAVCO Electrical Contractors Corporation, to install Air Traffic Control Tower Airfield Electrical.

A MOTION to consider Resolution Number 12-53-14 of the Boca Raton Airport Authority conditionally authorizing an award to DAVCO Electrical Contractors Corporation to install 2”x2-way conduits (supplied by FPL) from a pull box near the administration building site to the Air Traffic Control Tower was made by Mr. Benefield, seconded by Mr. Fogel and approved by all Authority Board Members present.

Ms. Bennett provided a request for ratification of an Agreement with special legal counsel, pursuant to an emergency procurement.

A MOTION to consider Resolution Number 12-54-14 of the Boca Raton Airport Authority ratifying the Executive Director’s emergency engagement of special legal counsel to defend related federal and state court lawsuits filed by former employee Kimberly Whalen was made by Mr. Fogel, seconded by Mr. Fox and approved by all Authority Board Members present.

Mr. Feiler provided a status report on Task 27 – Design/Construct Airport Administration Building, stating that progress is being made and the project is on schedule and within budget with a late 2015 move-in. Discussion ensued regarding special ceremonies being scheduled for the opening of the building.

Mr. Benefield provided a status report on the conditional approval of a sublease to Boca Raton Helicopters, LLC approved on November 19, 2014. Ms. Bennett stated that the legal entity name is Boca Raton Helicopters, LLC and verified the exclusive written lease of the three helicopters.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided an overview of Ms. Bennett’s goals and objectives and performance throughout the year. Ms. Bennett, as part of the performance review, was asked to meet with each member of the Authority and provide a self-assessment of her performance over the course of the year measuring how her performance aligned with the goals and objectives set forth in her contract, as well as those set forth by the Authority. Each Authority Member assessed Ms. Bennett’s performance.

Ms. Budd stated that Ms. Bennett's overall performance was very good.

Ms. Budd listed two proposals:

1. Annual increase would equal to 5 percent
2. Bonus would equal to 15 percent

Ms. Budd stated that these proposals are in keeping with the guidelines articulated in Ms. Bennett's contract as budgeted for and based on performance.

Ms. Meyers recommended to the Board to separate the two items and to make a motion on the salary adjustment phase, open up for discussion, then seek a second motion on the bonus phase.

A MOTION of the Boca Raton Airport Authority authorizing a 5 percent annual increase to the Executive Director salary was made by Mr. Schwartz, seconded by Mr. Fox and approved by all Authority Board Members present.

The annual bonus of 15 percent proposal, was based on performance and contractual guidelines.

Mr. Feiler inquired if information regarding the board's evaluation rating can be shared under the rules of the Authority and the Sunshine Law. Ms. Meyers stated that it can be shared but what may not be discussed for the purposes of the Sunshine Law is what the actual proposed adjustment and bonuses were going to be, which has not been discussed.

A MOTION of the Boca Raton Airport Authority authorizing a 15 percent annual bonus to the Executive Director was made by Mr. Schwartz, seconded by Mr. Benefield and approved by all Authority Board Members present.

Ms. Budd stated that no disclosure forms were filed.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

Mr. Benefield read a positive email from Spencer Dickerson of AAAE with regard to the Contract Tower Program.

Ms. Sherr congratulated the Board for making the right decision on Ms. Bennett and expressed the exceptional progress, work, and leadership of Ms. Bennett.

Ms. Schwartz inquired about an overview of the Customs Facility and when it would be operational. Ms. Bennett stated that efforts will be made to work with FDOT to secure a Joint Participation Agreement to bring to the Board for execution. A Task Order will then be initiated to begin the design. Ms. Bennett stated that this process will take a few months and afterwards discussions and approvals with the Customs and Border Protection will be made which can take anywhere between 18-24 months. Construction could begin within two years. Ms. Bennett noted that lease revision negotiations with Atlantic Aviation need to be conducted and factored into the process.


Mr. Feiler reported of the first Boca Bowl football game at Florida Atlantic University and that the stadium is sold out and that an increase in traffic is to be expected.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, January 21, 2015 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 7:04 pm.



Cheryl Budd, Chair

1-21-15
Date