

**Boca Raton Airport Authority  
Meeting Minutes  
January 21, 2015  
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  
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.bocaairport.com](http://www.bocaairport.com).

**APPROVAL OF MINUTES**

**A MOTION of the Boca Raton Airport Authority to approve the Minutes of the December 10, 2014 regular meeting was made by Mr. Fox, seconded by Mr. Benefield and approved by all Authority Board Members present.**

**AGENDA CHANGES**

Ms. Meyers requested that Item X-J, a Motion to Approve a Supplemental Agreement regarding Task-42 Engineered Materials Arresting System (EMAS), be considered.

**A MOTION of the Boca Raton Airport Authority to include Item X-J, a Supplemental Agreement on Task-42 Engineered Materials Arresting System (EMAS), be added to the Agenda was made by Mr. Benefield, seconded by Mr. Feiler 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 reported that revenues for the first three months were up 1.9 percent and expenses were up 3 percent. Mr. Benefield added that expenses are expected to adjust out slowly over the year. Mr. Benefield concluded that authority finances are in good shape and he does not anticipate any problems in the future.

Ms. Bennett stated that fuel sales and operations at the airport are up.

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

### **NOISE ABATEMENT PROGRAM**

Mr. Cervasio provided the Noise Abatement/Operations Summary for the month of December 2014. Mr. Cervasio reported that overall operations for December 2014 were 32 percent VFR, 27 percent Local, and 41 percent IFR. Mr. Cervasio stated that 10 flights did not comply with the nighttime curfew and staff met with both FBO's to determine if the number of nighttime curfew violations could be minimized.

Mr. Cervasio also reported that tower operations for 2014 were up 23 percent from 2013. Mr. Cervasio noted that from December 2012 to December 2013, there were a total of 52,900 operations and from December 2013 to December 2014, there were over 64,800 operations.

Mr. Cervasio reported that nine calls were made in the month of December 2014 to the noise abatement hotline.

Mr. Cervasio referred to a new chart that illustrated flights that occurred an hour before the 7:00 a.m. voluntary curfew time and flights that occurred an hour after the 10:00 p.m. curfew time, and noted that a vast majority of curfew flights were within those hours. Mr. Cervasio pointed out that some flights occur within 10 minutes of the curfew time, and advised that staff is currently working with the FBO's to determine if flight times can be adjusted to comply with the curfew.

Mr. Cervasio reported on airport operations versus noise calls and noted that calls went up depending on operations. Mr. Cervasio also noted that the calls in 2014 are up

possibly due to customs, which introduced a heightened awareness of the airport in the community.

Mr. Cervasio reported that Jet-A fuel in December 2014 compared to December 2013 was 10 percent higher on sales and 14 percent higher for the entire year compared to 2013. Mr. Cervasio pointed out that AVGAS was just under a half of a percent higher for 2013 over 2012 and down 30 percent in 2014 over 2013.

Mr. Cervasio reported on a chart that showed Runway 5 departure headings for December 2014.

Mr. Cervasio reported that no incidents were reported in December 2014.

Ms. Budd requested that a status report be provided on the effort to work with Palm Beach Air Traffic to discuss Runway 5 departures.

Further discussion ensued regarding reported noise callers.

#### **TENANT REPORTS AND REQUESTS**

Mr. Cervasio requested approval for Atlantic Aviation to hold a special event on their leasehold on February 20, 2015, the 9<sup>th</sup> Annual Concours d'Elegance by DuPont Registry. Mr. Cervasio stated that he is working with Kipp Cyr and Richard Thacker of Atlantic Aviation who are working with a promoter of the event and a meeting is scheduled to discuss the event's security and insurance requirements.

Ms. Budd inquired if the event experienced any issues last year. Mr. Cervasio stated that no issues were experienced and that the event ran much smoother last year than in previous years because staff required police officers and additional security guards.

Ms. Budd inquired about the provisions for this event's approval. Mr. Cervasio stated that conditional approval would be based on approved insurance requirements as well as an approved safety and security plan.

Further discussion ensued regarding safety and security provisions for the event.

**A MOTION to consider Resolution Number 01-01-15 of the Boca Raton Airport Authority authorizing conditional approval to Atlantic Aviation to host the Annual DuPont Registry Aircraft and Concours d'Elegance scheduled for February 20, 2015 through February 22, 2015 was made by Mr. Schwartz, seconded by Mr. Fox and approved by all Authority Board Members present.**

#### **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Feiler reported that the new administration building is on schedule and great progress is being made on a daily basis.

Mr. Cervasio stated that progress is ahead of schedule with possible move-in in mid-summer 2015.

Ms. Sherr introduced for approval the Marketing and Advertising Request for Letters of Interest (RLI) which will be advertised with responses due February 27, 2015. Ranking and interviews will follow and the recommended firm will be brought to the Airport Authority for approval to negotiate a contract.

**A MOTION to consider Resolution Number 01-02-15 of the Boca Raton Airport Authority authorizing approval to advertise RLI Number 2015-BRAA-001 Request for Letters of Interest for Marketing and Advertising Consulting Services for the Boca Raton Airport Authority was made by Mr. Benefield, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Ms. Sherr requested the approval to appoint Quadrant Members to the Aviation Advisory Committee. Applicants in the Quadrants are as follows:

Quadrant A – Marvin Diamond  
Quadrant B – Melvin Pollack  
Quadrant C – Ronnie Dykes  
Quadrant D – Vacant

Ms. Budd suggested that it would be advantageous to refresh and rejuvenate the Committee. Ms. Budd stated that what is needed is more engagement and encourage the Committee members to attend BRAA meetings, have quarterly visits to the airport, tower, etc. to keep the members engaged.

Mr. Feiler suggested the new AAC Chair be scheduled to appear and brief the BRAA on a semi-annual basis.

Further discussion ensued on ways to rejuvenate the AAC Committee and its established mission and goals.

**A MOTION to consider Resolution Number 01-03-15 of the Boca Raton Airport Authority authorizing approval of appointments to the Aviation Advisory Committee for the term of January 1, 2015 through December 31, 2017;**

Quadrant A – Marvin Diamond  
Quadrant B – Melvin Pollack  
Quadrant C – Ronnie Dykes  
Quadrant D – Vacant

**was made by Mr. Fox, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Ms. Sherr presented four requests from Premier Aviation of Boca Raton, LLC:

1. To approve a Third Amendment to the Master Lease between Premier Aviation of Boca Raton, LLC and the Boca Raton Airport Authority.
2. A request for a use change on Phase II from exclusive restaurant use to multi-use and to approve preliminary plans for development for the remainder of the parcel.
3. An approval to Consent to a Sublease between Premier Aviation and Boca Aircraft Maintenance, the repair maintenance service of Signature Flight Support, to construct tenant improvements to approximately 1,934 square feet of property noted as office space on the preliminary plans.
4. A request to approve the recording in the public records of an Encumbrance of a Mortgage on the leasehold between Bank United, N.A., and Premier Aviation of Boca Raton, LLC.

Ms. Sherr briefed the Authority on the history of the parcel stating the FAA and the BRAA had previously approved exclusive restaurant use on Phase II which consisted of Tilted Kilt and I-Fly Restaurants. Ms. Sherr reported that I-Fly later pulled out and new preliminary plans have been developed to substitute the I-Fly development with retail space of 2,306 square feet, office space of 1,934 square feet, and a fast food restaurant of 2,323 square feet.

Ms. Sherr reported that Ms. Bennett reviewed the proposed plans with the FAA and the FAA had no objection to the multi-use change or to the preliminary plans.

Further discussion ensued regarding the square footage of the facility and approval process.

Ms. Sherr reported on the fourth item for approval wherein Premier Aviation has exercised a Mortgage and encumbered it through Bank United. The bank is requiring a Consent from the BRAA to record the encumbrance in the public record.

Ms. Budd asked whether the retail and fast food space could be combined as one use. Ms. Sherr stated that as far as the FAA is concerned, the retail/fast food space can be all fast food, or if there is a retail tenant who desires the full space, the space can be all retail.

Mr. Folden stated concerns over the parking situation. Ms. Sherr acknowledged the concern over parking and that the City will be looking into the parking and that the plans before the Authority are preliminary only and will be brought back to the Authority for final approval at a later date.

Further discussion ensued regarding the project and approval processes.

**A MOTION to consider Resolution Number 01-04-15 of the Boca Raton Airport Authority authorizing approval of the Third Amendment to the Lease Agreement between the Boca Raton Airport Authority and Premier Aviation of Boca Raton, LLC was made by Mr. Schwartz, seconded by Mr. Benefield and approved by all Authority Board Members present.**

**A MOTION to consider Resolution Number 01-05-15 of the Boca Raton Airport Authority conditionally approving a modification to the approved Phase II site plan to replace the 9,814 square foot, four-story I-Fly theme restaurant with a proposed 6,563 square foot, one-story multi-use Retail/Fast Food/Office Building was made by Mr. Feiler, seconded by Mr. Fogel and approved by all Authority Board Members present.**

**A MOTION to consider Resolution Number 01-06-15 of the Boca Raton Airport Authority conditionally approving the Sublease between Premier Aviation of Boca Raton, LLC and Boca Aircraft Maintenance, LLC to construct tenant improvements to approximately 1,934 square feet of property noted as office space on the preliminary plans was made by Mr. Fox, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

**A MOTION to consider Resolution Number 01-07-15 of the Boca Raton Airport Authority consenting to the recording in public records of a Leasehold Mortgage executed by Premier Aviation of Boca Raton, LLC in favor of Bank United, N.A. encumbering Premier Aviation of Boca Raton, LLC's interest in the Lease of the property was made by Mr. Fox, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Mr. Cervasio reported that the City approved Tilted Kilt's west elevation signage, but did not approve the south elevation sign as the City's code only allows one sign per building. Tilted Kilt will need to seek a Variance to the City's sign code for the south elevation sign.

Mr. Samir Changela, owner of the Tilted Kilt, was in attendance to provide a brief overview of the restaurant and the official opening.

**A MOTION to consider Resolution Number 01-08-15 of the Boca Raton Airport Authority authorizing the final approval of the permanent exterior signage on the west elevation of the building of the Tilted Kilt was made by Mr. Feiler, seconded by Mr. Benefield and approved by all Authority Board Members present, with the exception of Mr. Fogel who abstained.**

Mr. Kohut reported that the current security services contract will end shortly. In October 2014, the Board approved a Request for Letters of Interest (RLI) in which six responses were received. Mr. Kohut stated that those firms were vetted by airport legal counsel and airport staff and that all six firms were invited for interviews. Only five of the six attended an interview. The Selection Committee, consisting of airport staff and Mr. Foden, evaluated the firms on the use of technology, prior services, local presence, as well as cost. Mr. Kohut reported that the firm selected by the Selection Committee was Platinum Group Security.

Representatives from Platinum Group security were in attendance to provide a brief overview of the firm.

**A MOTION to consider Resolution Number 01-09-15 of the Boca Raton Airport Authority authorizing approval to award a contract to P.G. Security, Inc. d/b/a Platinum Group Security for Security Services at the Boca Raton Airport was made by Mr. Schwartz, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Mr. Kohut stated that in 2014 the Board approved a Joint Participation Agreement and a Supplemental Agreement with the Florida Department of Transportation (FDOT) to enhance security systems at the airport. Mr. Kohut reported that staff worked with the Airport's consultant, Ricondo and Associates and their sub-consultants, Jacobs Engineering, to prepare a Request for Proposals to upgrade all security systems, to include access control and video surveillance systems. Mr. Kohut also reported that a Statement of Work was prepared by the consultant which is exempt from disclosure by the FDOT due to sensitive security information being included.

**A MOTION to consider Resolution Number 01-10-15 of the Boca Raton Airport Authority approving the advertisement of RFP Number 2015-BRAA-002 for BCT Security Enhancements Phase 3 at the Boca Raton Airport was made by Mr. Fogel, seconded by Mr. Foden and approved by all Authority Board Members present.**

Mr. Foden provided a status report of the Security Committee.

Mr. Cervasio reported that insurance and safety and security requirements have been met for the Wings of Freedom Tour at Signature Flight Support.

Mr. Cervasio also reported that DAVCO met the insurance and bond requirements and are ready to issue a Notice to Proceed with work.

Ms. Bennett stated that airport staff received an inquiry from an Eagle Scout ranked candidate, Mr. Charlie Schmidt, who was in attendance to make a presentation, regarding a proposal to construct a memorial commemorating the airports role in WWII.

Mr. Schmidt proposed an Eagle Scout project to build a memorial at the Boca Raton Airport or in the surrounding area which would consist of a five foot by five foot parcel of land to build the memorial on a slab of concrete and have five informative plaques affixed to the memorial.

Ms. Budd expressed concern that this project would set a precedent for the future and would open the door for other projects to be constructed on airport land.

Ms. Meyers stated that there is a concern for precedence and once an individual is allowed to come in with plaques and wording, the airport is opened up as a public forum for speech and there are pitfalls to the precedent. Ms. Meyers also stated that there may be alternatives to place this project in another location.

Further discussion ensued regarding possible alternatives of this project.

Mr. Fox proposed that the Board table the discussion for 30 days for Mr. Schmidt to propose alternative options.

Ms. Meyers stated the Board may make a Motion to table the discussion.

**A MOTION of the Boca Raton Airport Authority was made to table the discussion regarding the Proposal to Construct a WWII Memorial on Airport Property by Eagle Scout Charlie Schmidt was made by Mr. Fox, seconded by Mr. Folden and approved by all Authority Board Members present.**

Ms. Meyers reported that Ricondo and Associates, the General Consultant of Record, is managing the construction of the Engineered Materials Arresting System (EMAS). A company that designs EMAS systems, which is site specific, has proprietary software and standard contractual documents were developed. However, general counsel of the company objected to the standard language within those documents, due to proprietary issues. Ms. Meyers also reported that through negotiation, language was developed which protects the company's interests while serving the airport's interests.

**A MOTION to consider execution of the Supplemental Agreement between the Boca Raton Airport Authority and Engineered Arresting Systems Corp. (EASC) was made by Mr. Fogel, seconded by Mr. Folden and approved by all Authority Board Members present.**

#### **AUTHORITY MEMBERS REQUESTS AND REPORTS**

Ms. Budd stated that the Governance Committee received no Disclosure Forms this month.

Ms. Budd noted that Mr. Fogel filed Form 8B to clarify his abstention on Item IX-B at the December 10, 2014 BRAA meeting.



**PUBLIC INPUT**

There was no public input provided.

**OTHER BUSINESS**

Ms. Budd requested a status report on Customs from Ms. Bennett. Ms. Bennett stated that in December 2014 a verbal commitment was received from the Florida Department of Transportation (FDOT) for a grant to partially fund the design and development of the facility. The FDOT has advised that there may be an opportunity for additional funding for the project, and therefore, the commitment has been temporarily delayed to hopefully include the additional funding in the grant.

Ms. Bennett stated that it is anticipated that there will be a final figure and a grant agreement before the Board in the near future. Ms. Bennett also stated that staff has met with the consultants from Ricondo and Associates to work on a preliminary plan for initiating the design process with particular focus on technical specifications that will be required by the Customs and Border Protection (CBP).

**MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, February 18, 2015 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURNMENT**

Meeting Adjourned at 8:02 p.m.

Cheryl Budd  
Cheryl Budd, Chair

2/18/15  
Date