

**Boca Raton Airport Authority
Meeting Minutes
March 18, 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 – Via Telephone
Gene A. Folden	Board Member
Jack Fox	Board Member - ABSENT

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

*Mr. Fogel participated in the meeting via conference call.

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 February 18, 2015 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 reported that overall finances are good, expenses are down by 4.4% and income has increased by four-tenths of a percent.

A MOTION of the Boca Raton Airport Authority for approval of the Financial Report for February 2015 was made by Mr. Feiler, seconded by Mr. Schwartz and approved by all Authority Board Members present.

NOISE ABATEMENT PROGRAM

Mr. Cervasio reported that operations for February 2015 were 5,233; 40% IFR jet traffic, 29% VFR traffic and 31% local traffic. Tower operations for February 2015 were approximately 2% higher compared to February 2014, and operations for the first two months of 2015 were 10% higher than the first two months of 2014. Mr. Cervasio noted that from March 2014 through February 2015, total operations were 11,327 higher than March 2013 through February 2014.

Mr. Cervasio reported that fuel deliveries to the airport in February 2015 were down by 6% compared to February 2014, however, for the first two months of 2015, deliveries were up by 2% compared to the first two months of 2014. AVGAS deliveries for February 2015 were down by 50% compared to February 2014 and for the first two months of 2015 deliveries were up by 47% compared to the first two months of 2014.

Mr. Cervasio reported that 7 calls were made to the Noise Abatement Hotline and a total of 11 flights did not comply with the Voluntary Curfew Program.

Mr. Cervasio also reported that an aircraft incident occurred on Thursday, March 12, 2015.

TENANT REPORTS AND REQUESTS

There were no Tenant Reports and Requests.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Sherr reported on an appointment for consideration for the Aviation Advisory Committee (AAC) – Quadrant D vacancy.

A MOTION to consider Resolution Number 03-14-15 of the Boca Raton Airport Authority approving an appointment of William Murphy – Quadrant D to the Aviation Advisory Committee for the term of January 1, 2015 through December 31, 2017 was made by Mr. Schwartz, seconded by Mr. Benefield and approved by all Authority Board Members present.

Mr. Kohut reported that at the January 2015 BRAA meeting the Board approved a Request for Proposals (RFP) for Phase III Security Enhancements at the Boca Raton Airport to enhance video management and access control systems. A pre-construction meeting was held in February 2015 and seven firms attended. Four of the seven firms submitted proposals for consideration.

Mr. Kohut reported that the Procurement Committee met in early March 2015 to evaluate the proposals. The proposals were evaluated based on system components, company experience, and associated project costs.

The ranking for the project:

1. Protect Video, Inc.
2. STI Solutions, LLC.
3. WSA Systems of Boca, Inc.
4. AVI Integrators

A MOTION to consider Resolution Number 03-15-15 of the Boca Raton Airport Authority approving the ranking by the Procurement Committee for Request for Proposals No. 2015-BRAA-002 – Phase III - Security Enhancements at the Boca Raton Airport, authorizing negotiation of an agreement with the highest-ranked proposer including the Authority’s standard contract terms and conditions, and authorizing the Chair to execute the negotiated agreement on its behalf without further presentation to the Board Members was made by Mr. Swartz, seconded by Mr. Folden, and approved by all Authority Board Members present.

Ms. Budd reported on important milestones regarding TASK 40 – Customs.

Ms. Bennett reported on a Florida Department of Transportation (FDOT) grant for the Customs and Border Protection facility at the Boca Raton Airport in the amount of \$882,666. FDOT is committing to 50% of the approximate \$3 million project cost for the design and construction of the facility. The remaining \$600,000 is expected to be allocated in the State's next fiscal year which begins July 1, 2015.

Ms. Bennett reported that in October 2014 the Board approved the appropriation expenditure from the airport reserve fund in the amount of \$1.5 million to fund the remaining 50% of the Customs project.

Ms. Bennett requested approval of the Joint Participation Agreement for Financial Project No. 436391-1-94-01 with the State of Florida Department of Transportation for Customs and Border Protection Facilities – Design and Construction at the Boca Raton Airport.

A MOTION to consider Resolution Number 03-16-15 of the Boca Raton Airport Authority approving the Public Transportation Joint Participation Agreement (JPA) for Financial Project No. 436391-1-94-01 with the State of Florida Department of Transportation for Customs and Border Protection Facilities – Design and Construction at Boca Raton Airport was made by Mr. Folden, seconded by Mr. Feiler, and approved by all Authority Board Members present.

Mr. Cervasio reported on the Concoursd'Elegance event at Atlantic Aviation. Mr. Feiler commented on the event and operational improvements made during the event compared to previous years. Mr. Folden also reported on the success of the event.

Mr. Feiler reported on progress being made with the Airport Administration Building construction.

Mr. Benefield reported on the current status of the Contract Tower Program and efforts made by legislators in Washington, DC and AAAE staff on securing funding for the FY 2016 budget for the program.

Ms. Bennett reported on JPA Financial Project No. 437455-1-94-01 to make improvements to the Runway/Taxiway Safety Area and Apron Edge Drop Off where there has been erosion. This project would be funded by the Florida Department of Transportation (FDOT).

A MOTION to consider Resolution Number 03-17-15 of the Boca Raton Airport Authority approving the Public Transportation Joint Participation Agreement (JPA) for Financial Project No. 437455-1-94-01 with the State of Florida Department of Transportation for Runway/Taxiway Safety Area and Apron Edge Drop Off Corrections was made by Mr. Schwartz, seconded by Mr. Folden, and approved by all Authority Board Members present.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd reported that one public contact disclosure was appropriately submitted.

Ms. Meyers stated that the Board is aware of the opinion received by the Florida Commission on Ethics regarding Mr. Fox's participation on the BRAA Board. The opinion is public and public records requests have been received.

Ms. Meyers informed the Board that until a decision has been made by the City regarding Mr. Fox's seat on the Authority Board, the Board should note the following:

1. Mr. Fox is still a member of the Board and the Sunshine Law does apply, and to refrain from discussing the matter with other Board Members or Mr. Fox.
2. Any inquiries should be forwarded to Ms. Bennett or Ms. Meyers.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, April 15, 2015 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 6:31 p.m.

Cheryl Budd
Cheryl Budd, Chair

April 15, 2015
Date

