

**Boca Raton Airport Authority
Meeting Minutes
May 18, 2016
Boca Raton City Hall – Council Chambers**

Chair Gene Folden called the meeting to order at 6:00 P.M.

BOARD MEMBERS

Gene Folden	Chair
Frank Feiler	Vice-Chair
Mitch Fogel	secretary/Treasurer
Cheryl Budd	Board Member
Jack Fox	Board Member
William Helwig	Board Member
Bill Schwartz	Board Member

COUNSEL

Dawn Meyers, Esquire – Berger Singerman

STAFF

Clara Bennett, Executive Director
Janet Sherr, Deputy Executive Director Business Administration
Mark Cervasio, Operations Director
Scott Kohut, Operations Manager
Ariadna Camilo, Accounting Coordinator
Jose Blanco, Operations and IT Coordinator
Christine Landers, Business Manager

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 and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the April 20, 2016 Regular Meeting was made by Mr. Helwig and seconded by Mr. Schwartz. The Motion carried unanimously.

AGENDA CHANGES

Ms. Bennett asked to move Item IX-C, Status Report for George Snow Scholarship Fund to VII-A.

A MOTION to move item IX-C to VII-A was made by Mr. Feiler and seconded by Ms. Budd. The Motion carried unanimously.

CONSENT AGENDA

Mr. Folden asked that Item IV-D be pulled from the Consent Agenda.

- A. Noise Abatement / Operations Summary for the Month of April 2016;
- B. Joint Participation Agreement for Electrical Vault, Airfield Signage, and Airfield Lighting improvements;

Request to approve the Joint Participation Agreement for Financial Project No. 437982-1-94-01 with the State of Florida Department of Transportation for Electrical Vault, Airfield Signage, and Airfield Lighting Improvements;

Consider Resolution Number 05-08-16 of the Boca Raton Airport Authority approving the Public Transportation Joint Participation Agreement (JPA) for Financial Project No. 437982-1-94-01 with the State of Florida Department of Transportation for Electrical Vault, Airfield Signage, and Airfield Lighting Improvements.

- C. Joint Participation Agreement for Access Road Development;

Request to approve the Joint Participation Agreement for Financial Project No. 437978-1-91-01 with the State of Florida Department of Transportation for Access Road Development;

Consider Resolution Number 05-09-16 of the Boca Raton Airport Authority approving the Public Transportation Joint Participation Agreement (JPA) for Financial Project No. 437978-1-91-01 with the State of Florida Department of Transportation for Access Road Development.

A Motion to approve Consent Agenda Items IV-A, IV-B and IV-C was made by Mr. Schwartz and seconded by Ms. Budd. The Motion carried unanimously.

- D. Mr. Cervasio summarized a request from Premier Aviation for Final Approval of Permanent, Exterior Signage from Mattress Firm, Inc.;

A discussion ensued.

A Motion to table Resolution 05-10-16 until additional clarification as to the exact height of the letters for the sign could be provided was made by Mr. Schwartz and seconded by Mr. Fox. The Motion carried unanimously.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no input provided.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

A. Ms. Sherr introduced Mr. Tim Snow, President of the George Snow Scholarship Fund. He spoke briefly about the Fund and then introduced Brandon Agustin as the 2016 recipient of the Ken Day Scholarship. Mr. Agustin expressed his gratitude for the scholarship and explained his goals for the future.

B. Ms. Camilo presented the Financial Report for April, 2016.

A MOTION to approve the Financial Report for April, 2016 was made by Mr. Schwartz and seconded by Mr. Feiler. The Motion carried unanimously.

C. Ms. Camilo presented the Investment Report.

D. Presentation of the Audit as proposed by the Authority's Independent Auditor, Grau & Associates, for the Fiscal year ending September 30, 2015;

Mr. Helwig expressed concern as to why the audit is presented so late in the year. Ms. Racquel McIntosh, CPA with Grau and Associates, explained that the audit cannot be completed until the Authority has received audited financial statements from leaseholders pertaining to bonus rents. A discussion will be had to see if this timing can be shortened in any way. Additional discussion ensued.

A MOTION to consider Resolution Number 05-11-16 of the Boca Raton Airport Authority adopting the Boca Raton Airport Authority's Financial Statements, Schedule of Expenditures of State Financial Assistance Projects and the Independent Auditor's Reports for the fiscal year ending September 30, 2015.

A MOTION to approve Resolution 05-11-16 was made by Mr. Feiler and seconded by Mr. Fogel. The Motion carried unanimously.

TENENT REPORTS AND REQUESTS

A. Mr. Cervasio provided an update on the special event postponement from Privaira due to construction issues.

B. Mr. Kohut introduced Ms. Mel Jones and Mr. David Knies from Vital Flight. They thanked the Boca Raton Airport Authority for their support of Vital Flight Kids Day on April 2, 2016. A short video was shown. They then presented an appreciation plaque to the Boca Raton Airport Authority. Mr. Kohut provided details of a request

from Signature Flight Support to host a special event on their leasehold for Vital Flights Kids Day scheduled for April 1, 2017.

A MOTION to consider Resolution Number 05-12-16 of the Boca Raton Airport Authority authorizing conditional approval to Signature Flight Support to host a special event on their leasehold for Vital Flights Kids Day, scheduled for April 1, 2017; whereby the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and endorsements in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities and submission of applicable safety, security and barricade plans.

A MOTION to approve Resolution Number 05-12-16 was made by Mr. Fox and seconded by Mr. Helwig. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Ms. Bennett requested approval to award a contract to Engineered Material Arresting Systems Corporation d/b/a Zodiac Arresting Systems America (ZASA), as the selected bidder to RFP 2016-01, for Engineered Material Arresting System (EMAS) Manufacture and Installation at the Boca Ration Airport;

A MOTION to consider Resolution Number 05-13-16 of the Boca Raton Airport Authority authorizing approval to award a contract to Engineered Material Arresting Systems Corporation d/b/a Zodiac Arresting Systems America (ZASA) for Engineered Material Arresting System manufacture and installation at the Boca Raton Airport.

A MOTION to approve Resolution 05-13-16 was made by Ms. Budd and seconded by Mr. Fogel. The Motion carried unanimously.

- B. Ms. Bennett requested approval to award a contract to West Construction, Inc., the responsive and responsible selected bidder to ITB No. 2016-BRAA-001 for Customs and Border Protection Facility – Design and Construction at the Boca Raton Airport.

Ms. Bennett reported that earlier in the day a bid protest from an unsuccessful bidder was received. After consultation with Legal Counsel and the Engineer of Record, and in accordance with Section 11 of the Boca Raton Airport Authority Procurement Code, the protestor was notified of the Director's determination that the protest was without merit and that the recommendation to award would proceed.

A MOTION to consider Resolution 05-14-16 of the Boca Raton Airport Authority authorizing approval to award a contract to West Construction, Inc., for the Customs and Border Protection Facility – Design and Construction at the Boca Raton Airport.

A MOTION to approve Resolution 05-14-16 was made by Ms. Budd and seconded by Mr. Feiler. The motion passed with 6 members approving and Mr. Fox abstaining. Mr. Fox read and submitted Form 8B.

C. Ms. Bennett gave an update on Public Affairs activities for the past month.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Folden acknowledged the Form 8B from Mr. Feiler from the April 2016 meeting.

Mr. Folden presented Mr. Fox and Mr. Feiler with Boca Raton Airport Authority Outstanding Service Awards.

Mr. Folden thanked Ms. Sherr for her years of service at the Boca Raton Airport Authority and wished her the best for her retirement.

Mr. Folden expressed the desire to explore regularly scheduled workshops between Board Meetings.

Mr. Feiler and Mr. Fox commented on their respective tenures as Members of the Airport Authority Board.

PUBLIC INPUT

None.

Other Business

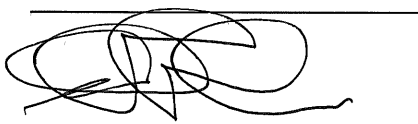
None.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, June 15, 2016 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 7:43 p.m.



Chair *Gene Folden*

6-15-16
Date