

**Boca Raton Airport Authority
Workshop Minutes
January 24, 2017
903 NW 35th Ave
Boca Raton, FL 33531
Boca Raton Airport Administration Building**

The Boca Raton Airport Authority held a Board Workshop on January 24, 2017 at 1:00 P.M. The workshop was open to the public.

MEMBERS IN ATTENDANCE

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
David Milledge	Board Member
Melvin Pollack	Board Member
Tom Thayer	Board Member

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman & Walker
Amy Petrick, Esquire – Lewis Longman & Walker
Peter Kirsch, Esquire - Kaplan Kirsch Rockwell (via Skype)

STAFF IN ATTENDANCE

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Christine Landers, Business Manager
Jose Blanco, Operations Coordinator
Robert Abbott, Operations Coordinator

Welcome and Introduction

Mr. Folden called the meeting to order at 1:00 p.m. and welcomed the attendees. Following consensus from the Board, the floor was opened for public comment.

City of Boca Raton Councilmember Robert Weinroth, commented on the role of the Board in setting policy.

Ms. Budd inquired as to any concerns the City of Boca Raton may have with the existing BRAA Bylaws. Mr. Weinroth responded that the City did not have any concerns with the BRAA Bylaws as currently adopted.

I. Presentation on Requirements for Florida Special Districts including Sunshine Law Requirements for Boards and Committees

Mr. Diffenderfer and Ms. Petrick gave an overview of the requirements for Special Districts including Sunshine Law and Public Record requirements. A discussion on the requirements of the Palm Beach County Commission on Ethics also ensued.

Mr. Kirsch introduced himself to the Board.

II. Proposed Amendment to the Boca Raton Airport Authority Bylaws

Ms. Petrick provided an evaluation of the proposed amendment to the BRAA Bylaws Article IV as discussed at the January 2017 Board Meeting.

Ms. Petrick made a recommendation regarding Section 4.03 Agenda and Section 4.03(h) Emergency Items.

A discussion ensued.

Ms. Petrick reviewed the changes to the Bylaws as proposed by Mr. Bill Helwig, former Board Member, at the August 2016 Board Meeting.

Ms. Petrick and Mr. Diffenderfer did not recommend any of these proposed changes.

III. Review of BRAA Investment Policy

Mr. Diffenderfer gave an overview of the Boca Raton Airport Authority Investment Policy and State of Florida requirements.

Mr. Antonio Grau, Jr. Grau & Associates, provided input on industry best practices for the management and investment of public funds.

A discussion ensued.

Ms. Budd requested that Airport Management conduct a survey of similar public entities to see how our investment strategy compares.

Mr. Thayer suggested that Airport Management evaluate bonding of employees who manage the Airport Authority's finances.

IV. Discussion on Palm Beach County Commission on Ethics

Mr. Folden acknowledged that the topic was covered in Legal Counsel's presentation regarding requirements for Florida Special Districts.

V. Update on Federal Contract Tower Program

Mr. David Bezanis, ATCT Manager, provided an update regarding the Contract Tower and staffing.

VI. Update on Proposed Airport Observation Area Project

Mr. Kohut provided an update on this project, and stated that a request has been made for funding from FDOT.

VII. Goal Setting Update

Ms. Bennett provided an update regarding the strategic initiatives identified by the Board at the 2016 Visioning Workshop.

VIII. Public Comment

Mr. Folden asked that public comment be moved up in the agenda due to time constraints. The Board agreed.

Mr. Neil Haynie provided input regarding upcoming lease reversions.

VIX. BRAA Organizational Chart and Compensation Structure

Ms. Bennett distributed the organizational chart as presented during the 2016 Budget and a proposed alternative based on feedback received at that time.

A discussion ensued.

The Board acknowledged that the organizational chart as presented during the 2016 Budget was favorable.

Mr. Folden requested that staff names be added to the organizational chart.

X. Report from Lewis Longman & Walker

Mr. Diffenderfer stated that the Firm is working diligently to get up to speed on matters of the Board and expressed their commitment to working together with Airport Authority.

ADJOURNMENT

Meeting adjourned at 5:00 p.m.



Gene Folden, Chair

2-15-17
Date