

**Boca Raton Airport Authority  
Meeting Minutes  
November 15, 2017  
Boca Raton City Hall – Council Chambers**

Chair Mitchell Fogel called the meeting to order at 6:00 P.M.

**BOARD MEMBERS**

Mitchell Fogel	Chair
Cheryl Budd	Vice-Chair
Randy Nobles	Secretary/Treasurer
Gene Folden	Board Member
Jack Fox	Board Member
James R Nau	Board Member
Melvin Pollack	Board Member – Participated by phone

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Ariadna Camilo, Finance and Administration Manager  
Travis Bryan, Operations Manager  
Christine Landers, Business Manager  
Robert Abbott, Operations 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](http://www.bocairport.com) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the October 19, 2017 Regular Meeting was made by Mr. Nobles and seconded by Ms. Budd. The Motion was carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT AGENDA**

There were no items on the consent agenda.

## **FEDERAL, STATE AND MUNICIPAL INPUT**

There was no Federal, State or Municipal Input.

## **PUBLIC REQUESTS**

There were no public requests.

## **FINANCIAL REPORT**

Mr. Nobles and Ms. Camilo presented the Financial Report for October 2017.

**A MOTION to approve the Financial Report for October 2017 was made by Ms. Budd and seconded by Mr. Nobles. The Motion carried unanimously.**

## **TENANT REPORTS AND REQUESTS**

Mr. Kohut provided information on the sign request from Lynn University.

Mr. Matthew Chaloux, Director of Auxiliary Services Lynn University answered questions regarding the sign.

**A MOTION to approve Resolution No. 11-31-17 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation – Boca Raton, LLC's request of exterior roadway signage improvements for Lynn University was made by Mr. Budd and seconded by Mr. Nobles. The Motion carried unanimously.**

Mr. Abbott provided information on the special events request from Signature Flight Support.

Mr. Garry Madolid, General Manager, Signature Flight Support answered questions regarding the event.

**A MOTION to approve Resolution No. 11-32-17 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support Corporation to host the Boca Chamber of Professionals under Forty Meets the Boca Chamber Board of Directors after hours network event on January 16, 2018 was made by Mr. Folden and seconded by Ms. Budd. The Motion carried unanimously.**

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Mr. Abbott presented the Noise Abatement/Operations Summary for the month of October 2017.

Mr. Fox complimented Atlantic Aviation for their AvGas fuel promotion.

Mr. Kohut presented the Supplemental Joint Participation Agreement with FDOT for Access Road Development.

**A MOTION to approve Resolution No. 11-33-17 of the Boca Raton Airport Authority approving the Supplemental Joint Participation Agreement with the State of Florida Department of Transportation for Access Road Development at the Boca Raton Airport was made by Mr. Fox and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Kohut presented the Joint Participation Agreement with FDOT for Landside Access Pavement Rehabilitation.

Ms. Budd asked if this project would include the fence line along Airport Road.

Ms. Bennett replied that the fence line was owned by the Department of Transportation and that Airport Management would be reaching out to the Department to determine if that area could be incorporated into the Airport's project.

**A MOTION to approve Resolution No. 11-34-17 of the Boca Raton Airport Authority approving the Joint Participation Agreement with the State of Florida Department of Transportation for Landside Access Pavement Rehabilitation at the Boca Raton Airport was made by Ms. Budd and seconded by Ms. Fox. The Motion carried unanimously.**

Mr. Kohut presented the Joint Participation Agreement with FDOT for Taxiways P4, C and F Widening at the Boca Raton Airport Authority.

**A MOTION to approve Resolution No. 11-35-17 of the Boca Raton Airport Authority approving the Joint Participation Agreement with the State of Florida for Taxiways P4, C and F Widening at the Boca Raton Airport was made by Mr. Nobles and seconded by Ms. Budd. The Motion carried unanimously.**

Mr. Bryan provided an update on the EMAS Project, Airfield Lighting and Customs and Border Protection Facility.

Mr. Bryce Wagner, Resident Project Engineer for Ricondo and Associates, Inc. spoke regarding the construction status of the Customs and Border Protection Facility.

Mr. Michael Schneider, Pace Advertising gave a quarterly update on the Boca Raton Airport Authority Community Engagement and Corporate Identity Program.

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

Ms. Petrick gave an overview of the proposed Drug and Alcohol Free Workplace Policy and the recommended changes.

A discussion ensued.

Mr. Folden requested that Ms. Petrick confirm that the Policy follows the federal guidelines.

**A MOTION was made to incorporate the proposed Drug and Alcohol Free Workplace Policy into the current Boca Raton Airport Authority Employee Handbook was made by Ms. Budd and seconded by Mr. Nobles. The Motion carried unanimously.**

Ms. Petrick provided a presentation on lease reversion provisions in Airport ground leases.

Mr. Folden inquired about the length of the Airport's current leases.

Ms. Budd summarized that there is no solid legal basis for a claim that the Authority is doing anything illegal or unethical by incorporating these provisions in the Airport ground leases.

### **PUBLIC INPUT**

There was no public input.

### **OTHER BUSINESS**

Mr. Fox advised the Board that he recently visited the Air Traffic Control Tower and was very pleased with the condition of the facility.

Mr. Folden inquired about the sign on the Customs building and whether it could be altered if needed. Mr. Kohut responded that it could be changed if needed at a future date.

Mr. Fogel reminded the Board that the next meeting would be on the 13<sup>th</sup> of December at 2 p.m. Ms. Bennett invited the Board Members to go to the Airport after the meeting for a photo at the Customs and Border Protection Facility.

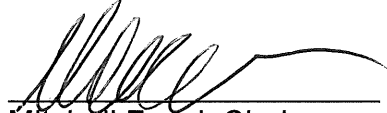
Ms. Budd wished everyone happy holidays.

### **MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, December 13, 2017 at 2:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURNMENT**

Meeting adjourned at 7:37 p.m.

  
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Mitchell Fogel, Chair

12/13/17  
\_\_\_\_\_  
Date