

**Boca Raton Airport Authority  
Meeting Minutes  
March 20, 2013  
Boca Raton City Hall - Council Chambers**

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Chair Frank Feiler called the meeting to order at 6:00 P.M.

**MEMBERS**

Frank Feiler	Chair
Paul W. Carman	Vice-Chair
Bruce Benefield	Secretary/Treasurer
Cheryl Budd	Member
Gene A. Folden	Member
David Freudenberg	Member
Bill Schwartz	Member

**COUNSEL**

Dawn Meyers

**STAFF**

Ken Day, Airport Manager  
Paul McDermott, Assistant Airport Manager  
Janet Sherr, Director of Landside Operations  
Kimberly Whalen, Public Affairs Director  
Arthur Rubin, Finance Manager  
Russ Buck, Noise Abatement and Security

*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).*

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the February 20, 2013 regular meeting was made by Mr. Benefield, SECONDED by Ms. Budd and approved by all Authority Members present.**

**A MOTION to approve the minutes of the March 06, 2013 Emergency Meeting was made by Mr. Carman, SECONDED by Ms. Budd and approved by all Authority 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.

## **FINANCIAL REPORT**

Mr. Benefield provided the financial report for February 2013.

**A MOTION to approve the Financial Report for February 2013 was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Authority Members present.**

Alex Blodgett, the Authority's Insurance Broker of Record, provided a status report on a follow-up request by Mr. Folden of the Authority's established insurance policies. Mr. Blodgett stated that the insurance companies will not provide a quote due to the uniqueness of the airport, as many companies do not insure airports. Mr. Blodgett stated that he is currently waiting on one other company to respond, and will provide an additional update at the April 17, 2013 meeting.

## **NOISE ABATEMENT PROGRAM**

Mr. McDermott provided the Noise Abatement/Operations Summary and Runway 05 Departures Report for the month of February. Mr. McDermott also stated there were two incident reports for February. Discussion Ensued.

## **TENANT REPORTS AND REQUESTS**

Ms. Meyers provided a request of Premier Aviation of Boca Raton, LLC of the Boca Raton Airport Authority authorizing approval to Premier Aviation to conduct soil borings and soil tests, conduct Phase I Audit and, if necessary, a Phase II Audit, and such other environmental tests as are deemed necessary for the future development for Phase II and Phase III properties. These rights have been originally granted within their lease signed in 2000.

**A MOTION to consider Resolution Number 03-11-13 of the Boca Raton Airport Authority consenting to the request of Premier Aviation of Boca Raton, LLC to conduct necessary environmental testing for the future development of Phase II and Phase III properties at the Boca Raton Airport was made by Mr. Schwartz, SECONDED by Ms. Budd and approved by all Authority Members present.**

Mr. Day provided a request of Boca Aircraft Owners of the Boca Raton Airport Authority requesting consent to Boca Aircraft Owners for the approval to commence with Phase I Pavement Rehab Project on their leasehold. Bill Fairman from Fairman & Associates stated the taxiways and ramps are exceeding twenty years of age. A three phase pavement project will address the cracked pavement. Discussion Ensued.

**A MOTION to consider Resolution Number 03-12-13 of the Boca Raton Airport Authority authorizing conditional approval to Boca Aircraft Owners to proceed with their leasehold pavement improvement commencing Phase I of the Pavement Rehab Project as outlined in their Pavement Rehab Schedule was made by Mr. Carman, SECONDED by Mr. Folden and approved by all Authority Members present.**

Mr. Day provided a Request from Fairman & Associates, Inc., of the Boca Raton Airport Authority authorizing approval of the application for Exemption from the Authority's Airport Surcharge for approved aviation activity within the Boca Aviation Building for Suite 305.

**A MOTION of the Boca Raton Airport Authority authorizing approval of the application for an exemption of the Authority's surcharge to C.L. Tolbert Aviation, Inc. (aircraft sales company) for Suite 305 of the Boca Aviation Building was made by Mr. Folden, SECONDED by Mr. Schwartz and approved by all Authority Members present.**

### **AIRPORT MANAGER AND STAFF REPORTS**

Captain Robin E. Taber of the Civil Air Patrol, provided a status report on the Civil Air Patrol Cadets stationed at the Boca Raton Airport. Captain Taber presented Mr. Day and Mr. Buck with awards of appreciation and expressed how important it is for the Cadets to be on the airfield. Discussion Ensued and pictures were taken with the Authority Members.

Ms. Budd provided a status report on the Website Design and Development Committee stating the RFP was issued with very good and valid responses. Subsequent to that on February 20<sup>th</sup> all qualified respondents were interviewed. Aha Consulting, Inc. was unanimously voted as the top responder. Discussion Ensued.

**A MOTION to consider Resolution Number 03-13-13 of the Boca Raton Airport Authority authorizing approval to execute an Agreement for Website Design and Development between the Boca Raton Airport Authority and Aha Consulting, Inc., an Oregon Corporation was made by Mr. Folden, SECONDED by Mr. Carman and approved by all Authority Members present.**

Ms. Meyers provided a status report on the second reading to amend the Boca Raton Airport Authority's Bylaws that were presented at the February meeting for the first reading. The changes were read and discussed. Further discussion ensued regarding concerns with the procedures for filling Contact Disclosure Forms.

**A MOTION to direct Legal Counsel to revise the proposed amendments to remove from Section 3.02 (c) (ii), the language directly related to the filing of the Contact Disclosure Forms and to Delete Exhibit A - Contact Disclosure Form from the Bylaws and to bring the revised proposed amendment back at the April meeting for first reading was made by Mr. Freudenberg, SECONDED by Mr. Folden and voted Yes by Mr. Benefield, Mr. Folden, Mr. Freudenberg, Mr. Schwartz and voted No by Mr. Feiler, Mr. Carman, and Ms. Budd. The Motion carried.**

Mr. Benefield provided a status report on the Boca Raton Airport Authority's Accounting Policies and Procedures stating the manual was audited and as a result very minor changes have been suggested.

**A MOTION to consider Resolution Number 03-15-13 of the Boca Raton Airport Authority authorizing approval to amend the Authority's Accounting Policies and Procedures Manual as recommended by the Authority's Internal Audit Review was made by Mr. Carman, SECONDED by Ms. Budd and approved by all Authority Members present.**

Mr. Folden provided a status report on TASK 29 - Expand Airport Road and Utility Corridor - Airport Monument Signs stating that the project is moving forward and that he had reviewed the notices provided in RFP. Discussion ensued and Mr. Day stated the signs are to be consistent with the signs in the city near airport and that the letters on the signs are removable and therefore the wording on the signs can be changed if needed.

**A MOTION to consider Resolution Number 03-16-13 of the Boca Raton Airport Authority authorizing approval to issue Advertisement for Request for Proposals of the Implementation of Construction of Airport Road Monument Signs was made by Mr. Benefield, SECONDED by Ms. Budd and approved by all Authority Members present.**

Mr. Freudenberg provided a status report on TASK 40 – Customs and Border Protection Facility – Feasibility Study stating control tower issue takes priority, and a report will be provided in April.

Mr. Day provided a status report on the proposed closure of the Boca Raton Airport Control Tower stating a lot of activity is occurring in the legislature on Capitol Hill. On March 7<sup>th</sup> an Emergency Meeting was held regarding the possible closure of the control tower. Discussion ensued.

Mr. Day provided a status report on the Airport Manager's Performance/Evaluation and salary adjustment in accordance with the Employment Agreement between the Airport Authority and the Airport Manager dated February 11, 2009.

**A MOTION to increase the Airports Manger's salary for the period of March 1, 2013 through February 28, 2014 (fifth year of a five year contract) at a rate of 6% pursuant to the Employment Agreement dated February 11, 2009 was made by Mr. Schwartz, SECONDED by Mr. Freudenberg and approved by all the Authority Members present.**

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

Ms. Budd provided a status report from the Governance Committee on the filing of Contact Disclosure Forms by Mr. Freudenberg, Mr. Carman, and Mr. Feiler and stated she received several reports, and they were timely and complete.

A MOTION to suspend the filing of Contact Disclosure Forms until new Bylaws are approved was made by Mr. Freudenberg, no second, motion failed.

#### **PUBLIC INPUT**

There was no public input provided.

#### **OTHER BUSINESS**

Mr. Feiler stated City Furniture has received their LEED Certificate for first retail furniture store in the country. Mr. Feiler also asked staff to send a letter of congratulations on behalf of the Boca Raton Airport Authority.

#### **MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, April 17, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURMENT**

Meeting Adjourned at 7:48 pm.

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**Frank Feiler, Chair**

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**Date**