

**Boca Raton Airport Authority
Meeting Minutes
January 16, 2013
Boca Raton City Hall - Council Chambers**

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 Singer, 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.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 19, 2012 regular meeting was made by Mr. Freudenberg, SECONDED by Mr. Schwartz 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 December 2012.

A MOTION to approve the Financial Report for December 2012 was made by Mr. Freudenberg, SECONDED by Mr. Schwartz and approved by all Authority Members present.

NOISE ABATEMENT PROGRAM

Mr. McDermott provided the Noise Abatement/Operations Summary and Runway 05 Departures Report for the month of December 2012. Discussion ensued.

TENANT REPORTS AND REQUESTS

Mr. Day provided a request by Airport Management of the Boca Raton Airport Authority authorizing approval to execute the annual Hangar Lease Renewals for Building Number 5, Hangar 1A and Building Number 4, Hangar 2 with Boca Aircraft Owners. Discussion ensued regarding the lease terms of Boca Aircraft Owners land lease and building lease and the responsibility of maintenance.

A MOTION to Consider Resolution Number 01-01-13 of the Boca Raton Airport Authority authorizing approval to execute the annual Hangar Lease Renewal for Building Number 5, Hangar 1A by and between the Boca Raton Airport Authority and Boca Aircraft Owners, Inc., and authorizing approval for Civil Air Patrol to use Building Number 5, Hangar 1A for their operation and storage of equipment for the effective date for February 1, 2013 thru January 31, 2014 at the Boca Raton Airport was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Authority Members present.

A MOTION to Consider Resolution Number 01-02-13 of the Boca Raton Airport Authority authorizing approval to execute the annual Hangar Lease Renewal for Building Number 4, Hangar 2 by and between the Boca Raton Airport Authority and Boca Aircraft Owners, Inc.; and authorizing approval for Airport Management to use Building Number 4, Hangar 2 to store materials and equipment for the effective date of February 1, 2013 thru January 31, 2014 at the Boca Raton Airport was made by Mr. Carman, SECONDED by Mr. Folden and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support of the Boca Raton Airport Authority to host a Special Event on their leasehold for February 1-4, 2013 for the Collings Foundation "Wings of Freedom Tour".

A MOTION to Consider Resolution Number 01-03-13 of the Boca Raton Airport Authority authorizing conditional approval to Signature Flight Support to host a Special Event on their leasehold for February 1-4, 2013 for the Collings Foundation "Wings of Freedom Tour" 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 and submission of applicable safety, security and barricade plans was made by Mr. Schwartz, SEONDED by Mr. Benefield and approved by all Authority Members present.

AIRPORT MANAGER AND STAFF REPORTS

Ms. Budd provided a status report regarding the filing of the Authority's Contact Disclosure Form in accordance with the approved Bylaws, as amended, and compared our process to that of the city and the county.

Ms. Meyers provided a history of implementation of the Contact Disclosure Forms. Discussion Ensued.

Ms. Budd stated there are four reasons why we use Contact Disclosure Forms: the issue of equity, ethical behavior, transparency perspective and to govern strategically.

Ms. Meyers provided a status report on the Memorandum of Understanding with the Palm Beach County Commission on Ethics stating the Commission on Ethics wants staff included. Discussion ensued.

Mr. Freudenberg stated the Contact Disclosure Form does not specify who you are speaking to and he is not sure what to report. Discussion Ensued.

Mr. Freudenberg stated that he was traveling to various airports in the South Florida area collecting information on customs facilities. Ms. Meyers stated that Mr. Freudenberg must provide all documents to Airport Management immediately.

A MOTION to direct the Airport Manager, as assisted by Airport Legal Counsel, to have the Airport Authority not participate in the Palm Beach County Commission on Ethics was made by Mr. Folden, SECONDED by Mr. Schwartz and approved by all Authority Members present.

Ms. Budd provided a status report from the Disadvantaged Business Enterprise (DBE) Committee and provided a presentation to the Boca Raton Airport Authority regarding the program. Ms. Budd stated that she had met with Ms. Dickey, Dickey Consulting Services, and was provided great insight into the DBE program.

Mr. Schwartz provided a status report on TASK 12 - Runway 05 Blast Fence - Design/Construction stating the design is complete and ready to bid.

A MOTION to Consider Resolution Number 01-04-13 of the Boca Raton Airport Authority authorizing issuance of Invitation to Bid No. 2013-BRAA-001 for construction and installation of Runway 05 Jet Blast Deflector was made by Mr. Benefield, SECONDED by Mr. Carman and approved by all Authority Members present.

Mr. Feiler provided a status report on TASK 27B - Airport Administration Building - Stormwater Improvements stating he spent time with contractors reviewing all of the details and the project is set to begin on January 15, 2013 and to be completed by April 8, 2013.

Ms. Budd provided a status report on the Website Design and Development Committee. Ms. Sherr stated there were thirteen (13) Request for Proposals (RFP's) and that a matrix of all the requirements has been completed and the Committee will meet to evaluate the RFP's.

Mr. Freudenberg provided a status report on TASK 40 - Customs and Border Protection Facility - Feasibility Study stating analysis appears to show Customs is a lot less expensive than thought to be.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd provided a status report from the Governance Committee stating no Contact Disclosure Forms were submitted.

PUBLIC INPUT

There was no public input provided.

OTHER BUSINESS

Ms. Sherr wanted to advise the board on a very important event in our community. Margie Baer who is Mr. Schwartz's fiancé will be honored January 17, 2013 as a Community Philanthropist.

Mr. Schwartz stated what a great counsel we have and how Ms. Meyers and Berger Singerman are listed in the South Florida Legal Guide for distinguished attorneys and law firms.

Mr. Folden stated the Federal Aviation Administration (FAA) has grounded all Boeing 787 aircraft until determined safe.

Mr. Feiler wanted to remind everyone that the Wings of Freedom tour will take place February 1st through the 4th.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, February 20, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURMENT

Meeting Adjourned at 7:25 pm.

Frank Feiler, Chair

Date