

**Boca Raton Airport Authority
Meeting Minutes
August 21, 2013
Boca Raton City Hall - Council Chambers**

Chair Cheryl Budd called the meeting to order at 6:00 P.M.

MEMBERS

Cheryl Budd	Chair
*Bill Schwartz	Vice-Chair – Via Telephone
Paul W. Carman	Secretary/Treasurer
Bruce Benefield	Member
Frank Feiler	Member
Mitchell C. Fogel	Member-ABSENT
Gene A. Folden	Member

COUNSEL

Dawn Meyers

STAFF

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

* Mr. Schwartz participated in the meeting via conference call, but abstained from voting.

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 July 17, 2013 regular meeting was made by Mr. Feiler, SECONDED by Mr. Carman 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. Carman provided the July Financial Report including a status report on the KeyMan Life Insurance proceeds and accounting procedures.

A MOTION for approval of the financial report for July 2013 was made by Mr. Benefield, SECONDED by Mr. Feiler and approved by all Authority Members present.

Ms. Sherr provided a status report on the Ken A. Day Scholarship Fund requesting the Boca Raton Airport Authority donate \$20,000 from the KeyMan Life Insurance proceeds. Discussion ensued.

Mr. Feiler made a MOTION to donate funds to the Scholarship Fund in the amount of \$50,000 this year and \$25,000 next year, but the MOTION failed for lack of a SECOND.

A MOTION for approval to donate funds to the Ken A. Day Scholarship Fund in the amount of \$50,000 was made by Mr. Folden, SECONDED by Mr. Carman and approved by all Authority Members present.

Ms. Sherr provided a report on the Boca Raton Airport Authority's Quarterly Audit Report performed by Carolyn Binder, CPA. All minor deficiencies noted in the report have been remedied.

Mr. Folden provided a status report on the Boca Raton Airport Authority's General Liability Insurance Policy renewal for September 2013 through September 2014. Discussion ensued.

A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Authority's General Liability Insurance Policy for the effective period of September 1, 2013 through September 1, 2014 was made by Mr. Carman, SECONDED by Mr. Benefield 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 July. Discussion ensued.

TENANT REPORTS AND REQUESTS

Mr. McDermott provided a request from Signature Flight Support of the Boca Raton Airport Authority to host a Special Event on their leasehold for the Boca Raton Pilots' Association Veterans Day Event, scheduled for November 9, 2013.

Mr. Jim Costa, President of the Pilots Association stated there will be no ticket fee, no profit and no vendors and the Boca Raton Fire Explorers & Boca High ROTC will be providing food. Discussion ensued.

A MOTION to consider Resolution Number 08-34-13 of the Boca Raton Airport Authority authorizing conditional approval to Signature Flight Support to host a Special Event on their leasehold for the Boca Raton Pilots' Association Veterans Day Event, scheduled for November 9, 2013; whereby, the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and Endorsement in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities and submission of applicable safety, security and barricade plans was made by Mr. Feiler, SECONDED by Mr. Carman and approved by all Authority Members present.

Mr. McDermott provided a request from Signature Flight Support of the Boca Raton Airport Authority to host the NBAA Regional Forum event on January 29-30, 2014.

A MOTION to consider Resolution 08-35-13 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support to host the NBAA Regional Forum event on January 29-30, 2014; whereby, the conditional approval of the Special Event is granted contingent upon receipt of a Certificate of Insurance and Endorsement in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities and submission of applicable safety, security and barricade plans was made by Mr. Benefield, SECONDED by Mr. Carman and approved by all Authority Members present.

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation of the Boca Raton Airport Authority to host a Special Event on their leasehold for the annual duPont Registry Aircraft & Concours d'Elegance, scheduled February 21, 2014 through February 24, 2014. Mr. Folden stated his concerns regarding traffic at last year's event. Discussion ensued.

A MOTION to consider Resolution Number 08-36-13 of the Boca Raton Airport Authority authorizing conditional approval to Boca Airport, Inc., d/b/a Boca Aviation to host a special event on their leasehold for the annual duPont Registry Aircraft & Concours d'Elegance scheduled for February 21, 2014 through February 24, 2014; whereby the conditional approval of the special event is granted contingent upon receipt of the Certificate of Insurance naming the Authority as an additional insured with the required language as per the Authority's Insurance Standards and the submission of applicable safety, security and barricade plans was made by Mr. Feiler, 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 change the date of the previously approved Place of Hope at the Haven Special Event on their leasehold.

A MOTION to consider Resolution 08-37-13 of the Boca Raton Airport Authority approving the request of Signature Flight Support to change the date of the Place of Hope at the Haven Special Event to February 27, 2014 was made by Mr. Carman, SECONDED by Mr. Benefield and approved by all Authority Members present.

AIRPORT MANAGER AND STAFF REPORTS

Ms. Meyers provided a status report on the second reading to amend the Boca Raton Airport Authority's Bylaws. Discussion ensued.

A MOTION to consider Resolution Number 08-38-13 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority Bylaws was made by Mr. Carman, SECONDED by Mr. Benefield and approved by all Authority Members present.

Ms. Meyers outlined the need to appoint Janet Sherr with limited check signing authority as set forth the amendment to the Bylaws.

A MOTION to consider Resolution 08-39-13 of the Boca Raton Airport Authority authorizing Director of Landside Operations, Janet Sherr, to execute checks on behalf of the Authority, subject to conditions, was made by Mr. Carman, SECONDED by Mr. Feiler and approved by all Authority Members present.

Mr. Benefield provided a status report on the funding for the control tower stating Congressional representatives are currently not in session. Staff has sent letters to the Congressional representatives asking for their continued support. Discussion ensued.

Mr. McDermott provided a status report on TASK 12 – Install Blast Fence stating the contract has been awarded to MBR Construction and applications for city permits have been submitted. Discussion ensued.

Mr. Feiler provided a status report on TASK 27 – Design/Construct Airport Administration Building stating the site utilities will be complete in the second week of September. Construction of the administration building should begin in June 2014 and completed by February 2015. Discussion ensued.

Mr. Carman provided a status report on TASK 28 – Automated Weather Observing System (AWOS) stating on April 24th an on-site inspection noted two items to be corrected and those two items are currently being addressed.

Mr. Folden provided a status report on TASK 29 – Expand Airport Road and Utility Corridor stating currently we are in the design and engineering phase. Discussion ensued.

Ms. Budd provided a status report on TASK 40 – Customs Feasibility Study stating the last meeting with the committee took place on August 6th with Ms. Sherr, Ms. Sotorrio, and Ms. Bender via conference call, as well as herself. Ana Sotorrio briefed the committee on their progress. Discussion ensued.

Ms. Sherr provided a status report on the Florida Airports Council (FAC) Conference and Exposition stating a written report was provided in the meeting package.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Ms. Budd asked Mr. Ricondo to give us an overview on where we are in regards to the Search Committee. Ms. Budd also stated she would like to add that it is her opinion the committee is following the directive of the Authority. The committee will proceed not only swiftly but simultaneously with a great deal of due diligence in determining this very important decision.

Mr. Ricondo provided a status report on the Search Committee stating Monday August 19th the Search Committee held its third meeting with Doug Kuelpman, President of ADK Executive Search and he outlined the four phase process they will be undertaking. He advised the Authority of imminent title changes to two positions. These title changes will be restricted only to a title change no other changes to job responsibilities or salaries. Discussion ensued regarding the explanation of the four phase process.

Ms. Budd provided a status report from the Governance Committee stating the filing of one (1) Public Contact by Mr. Fogel.

PUBLIC INPUT

Mr. Vincent Costa thanked the Boca Raton Airport Authority and the two fixed based operators for a good job, stating it's a good airport.

OTHER BUSINESS

No other business was provided.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, September 18, 2013 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting Adjourned at 7:15 pm.

Cheryl Budd, Chair

Date