

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

---

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

**BOARD MEMBERS**

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

**COUNSEL**

Dawn Meyers

**STAFF**

Paul McDermott, Deputy Executive Director for Airside Operations and Airport Construction Projects  
Janet Sherr, Deputy Executive Director of Landside Operations/Facilities, Business Development and Communications  
Kimberly Whalen, Public Affairs Director  
Arthur Rubin, Comptroller  
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 October 16, 2013 regular meeting was made by Mr. Feiler, SECONDED by Mr. Carman and approved by all Authority Board Members present.**

**AGENDA CHANGES**

No agenda items were provided.

**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 a presentation of the October Financial Report.

**A MOTION for approval of the financial report for October 2013 was made by Mr. Benefield, SECONDED by Mr. Fogel and approved by all Authority Board Members present.**

Ms. Sherr provided a status report on the Boca Raton Airport Authority's Quarterly Audit Report performed by Carolyn Binder, CPA. Ms. Sherr stated that a check was found to be deleted accidentally. The check was located and corrected. Discussion ensued.

## NOISE ABATEMENT PROGRAM

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

## TENANT REPORTS AND REQUESTS

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a lease agreement with Non-Stop Aviation, an aircraft management company, for an office in Hangar B2. Discussion ensued.

**A MOTION to consider Resolution Number 11-53-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the lease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Non-Stop Aviation for an office in Hangar B2 in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 [as amended, (the "Standards")] at the Boca Raton Airport was made by Mr. Carman, seconded by Mr. Fogel and approved by all Board Members present.**

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a Sublease agreement with Beach Aviation. Discussion ensued with Ms. Meyers regarding Beach Aviation and their previous sublease with Signature Flight Support. Ms. Meyers stated that they had previously been issued a Cease and Desist notice for operating without the final approval from the Airport Authority. Discussion ensued.

**A MOTION to consider Resolution Number 11-54-13 of the Boca Raton Airport Authority authorizing "Conditional Approval" of the sublease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Beach Aviation in accordance with the Authority's Minimum Standards and Requirements for Aeronautical Activities, dated March 19, 1996 [as amended, (the "Standards")] at the Boca Raton Airport was made by Mr. Folden, SECONDED by Mr. Schwartz and approved by all Board Members present.**

Mr. McDermott provided a request from Festival Fun Parks, LLC d/b/a Boomers! of the Boca Raton Airport Authority to host a Special Event on their leasehold for Snap On Tools, scheduled for December 18, 2013 from 4:00 pm - 8:00 pm. The Snap On event is a family oriented event. Two Snap On trailers turn into museums on wheels displaying a vehicle built with Snap On tools. There will be no cooking or sale of alcoholic beverages. There are approximately 100 expected guests.

**A MOTION to consider Resolution Number 11-55-13 of the Boca Raton Airport Authority authorizing conditional approval to Boomers! to host a Special Event on their leasehold for Snap On Tools, scheduled for December 18, 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. Schwartz, SECONDED by Mr. Carman and approved by all Board Members.**

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

Mr. Benefield provided a status report on Tower funding stating that funding is available through January 15, 2014. Discussion ensued regarding the possibility of the Airport Authority having to fund the continued operation of the control tower.

Ms. Sherr provided a Powerpoint presentation of the new Website that will be launched on December 11th. The Authority Board Members were extremely pleased and are looking forward to a new and improved website.

Ms. Sherr provided a request of Airport Management, as assisted by Airport Legal Counsel, of the Boca Raton Airport Authority authorizing approval to advertise a Request for Proposals (RFP) for a Retirement Fund Administrator for the Boca Raton Airport Authority's Retirement Fund Program.

**A MOTION to consider Resolution Number 11-56-13 of the Boca Raton Airport Authority authorizing approval to advertise a Request for Proposals (RFP) for a Retirement Fund Administrator for the Boca Raton Airport Authority's Retirement Fund program was made by Mr. Carman, SECONDED by Mr. Fogel and approved by all Board Members present.**

Mr. Schwartz provided a status report on TASK 12 - Install Blast Fence stating that the contract has been executed and the construction will begin shortly. The plans have gone through the Boca Raton City's Appearance Board.

Mr. Feiler provided a status report on TASK 27 - Design/Construct Airport Administration Building stating that the project is at the 60% design and the plans are currently being reviewed. The project will go before the City for pre-zoning permitting. Ms. Sherr stated that preliminary estimates have been received for the construction and furnishings of the building. In addition, the State of Florida has provided a non-official notice of funding of \$1.2 million for the building. The estimates are \$3.1-\$3.2 million to construct and furnish the building. There will be a portion that will need to be self-funded by the Authority. The Authority has always prepared to fund a portion of the building and the possibility of receiving additional funding from the State of Florida is great news.

Mr. McDermott provided a status report by Airport Management regarding an amendment to the Boca Raton Airport Authority's Accounting Policies and Procedures Manual, the Airport Regulations and Minimum Standards to include an amendment to the Security ID Badge Policies and Procedures. A question and answer period followed in regards to the procedures of background checks, monthly badge reviews, methodology of monthly reporting, and physical audits. Mr. McDermott stated that he contacted airports in Miami Dade County and other local general aviation airports, as well as TSA. Additional discussion ensued regarding tighter security measures including key control.

Ms. Budd suggested that an ad hoc Security Committee be established to work with staff to continue the evaluation and amendments to the security policies and procedures.

**A MOTION to consider Resolution Number 11-57-13 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority's Accounting Policies and Procedures Manual, Airport Regulations and Minimum Standards to include an amendment to the Security ID Badge Policies and Procedures was by Mr. Folden, SECONDED by Mr. Schwartz and FAILED by a majority vote of all Authority Board Members present.**

**A MOTION to establish an ad hoc Security Committee to address global security issues at the Boca Raton Airport was made by Mr. Carman, SECONDED by Mr. Schwartz and approved by all Authority Board Members present.**

**Ms. Budd requested Mr. Folden consider to serve as Chair of the Security Committee. Mr. Folden agreed.**

Ms. Sherr provided a status report by Airport Management on the Boca Raton Airport Authority's Employee Handbook stating that the handbook was reviewed and re-written by outside counsel to include additional policies of gun control, harassment, etc., as per new employment law.

**A MOTION to consider Resolution Number 11-58-13 of the Boca Raton Airport Authority authorizing approval to amend the Authority's Employee Handbook was made by Mr. Schwartz, SECONDED by Mr. Carman and approved by all Board Members present.**

Ms. Meyers provided a status report on the sale and assignment of the Hotel Property Sublease by Boca Airport Hotel Partners Limited, L.L.P. to Boca Suites, LLC. Ms. Meyers stated certain documents must be signed in order for the hotel to facilitate the sale. The hotel will remain a Fairfield Inn. Purchaser will be putting in \$750,000 of capital improvements. The hotel will be managed by the Waterford Hotel Group who also manages the Courtyard in Stuart, Florida.

**A MOTION to consider Resolution Number 11-59-13 of the Boca Raton Airport Authority approving the sale and assignment of the Hotel Property Sublease by Boca Airport Hotel Partners Limited, L.L.P. to Boca Suites, LLC, approving an Amended and Restated Non-Disturbance Recognition and Direct Leasing Agreement and authorizing the issuance of a Master Lease Estoppel was made by Mr. Folden, SECONDED by Mr. Carman and approved by all Board Members present.**

## AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Feiler provided a status report on his participation of the Greater Boca Raton Chamber of Commerce Washington D.C. Fly-In dated October 27-30, 2013. Mr. Feiler met with Representatives Lois Frankel, Ted Deutch and Patrick Murphy, as well as Senator Marc Rubio regarding their support for the continuation of federal funding for the operation of the Contract Towers.

Ms. Budd provided a status report on the Search Committee stating the search is on target. On December 3, 2013 the Authority will receive resumes for the final six candidates and will conduct interviews via Skype. On December 16, 2013, the final three candidates will receive a personal tour of the airport. On December 17, 2013, the Authority Board Members will interview each candidate. The public will also have an opportunity to meet the candidates later that day. The Executive Director will be chosen at the December 18, 2013 Authority Member. Discussion ensued.

Ms. Budd provided a status report on the Governance Committee stating there were no public contact forms filed during the month of October.

Ms. Budd recommended a 7.5% Employee Holiday Bonus. Discussion ensued.

**A MOTION to consider Resolution Number 11-60-13 of the Boca Raton Airport Authority authorizing approval to the Interim Airport Director to distribute a 7.5% Employee Holiday Bonus was made by Mr. Benefield, SECONDED by Mr. Fogel and approved by all Board Members present.**

Ms. Budd provided a status report on a special circumstance one-time distribution to the airport staff that would be paid from the funds of the Key Man Insurance Policy received by the airport as a result of Mr. Day's passing. Discussion ensued.

**A MOTION to consider a Motion to approve a special circumstance distribution to the Airport staff proposed by the Chair and Interim Executive Director, the funds for which shall come from the Key Man Insurance Policy proceeds, and shall not exceed \$40,000.00 was made by Mr. Schwartz, SECONDED by Mr. Benefield and approved by all Board Members present.**

## PUBLIC INPUT

Vincent Costa, provided a summary of the Veteran's Day celebration at the airport held on November 11, 2013. Mr. Costa stated the event was a huge success and thanked the Airport Authority for their support.

## OTHER BUSINESS

No other business was provided.

**MISCELLANEOUS**

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

**ADJOURMENT**

Meeting Adjourned at 7:36 pm.

*Cheryl Budd*

\_\_\_\_\_  
Cheryl Budd, Chair

\_\_\_\_\_  
Date