

Boca Raton Airport Authority  
Meeting Minutes  
February 19, 2014  
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**

Clara Bennett, Executive Director  
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  
Jose Blanco, Administrative Assistant

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.bocaaairport.com](http://www.bocaaairport.com).

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the January 15, 2014 regular meeting was made by Mr. Carman, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

**A MOTION to approve the minutes of the January 24, 2014 Workshop was made by Mr. Carman, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

### **AGENDA CHANGES**

Ms. Meyers provided three agenda changes, adding two incident reports to item VII, a replacement exhibit to VIII-D and a change order to Item IX-F. All documents were provided to the Board Members.

**A MOTION to approve the agenda changes was made by Mr. Folden, seconded by Mr. Carman and approved by all Authority Board Members present.**

### **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 January Financial Report.

**A MOTION for approval of the financial report for January 2013 was made by Mr. Benefield, seconded by Mr. Carman 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 the audit was clean this month and there was nothing to report. A suggestion to add a credit card policy was made and is included on the agenda for consideration.

Mr. Folden provided a status report on the Boca Raton Airport Authority's Commercial Automobile Insurance Policy. Discussion ensued regarding whether the Airport Authority is over insured. Mr. Alex Blodgett of Blodgett & Associates, the Authority's Insurance Broker of Record, provided insight regarding the increased premiums and the exposure to the Authority. Mr. Blodgett provided a list of companies that were solicited for the renewal of the Authority's auto insurance.

The record reflects the late arrival of Mr. Schwartz, Mr. Feiler, and Mr. Fogel due to traffic as a result of an accident on Boca Raton Blvd.

**A MOTION of the Boca Raton Airport Authority authorizing approval to renew the Commercial Automobile Insurance Policy from March 13, 2014 through March 13, 2015 was made by Mr. Schwartz, seconded by Mr. Carman and approved by all Authority Board Members present.**

### **NOISE ABATEMENT PROGRAM**

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

Mr. McDermott provided an Incident Report for January 16th regarding an inbound aircraft with radio failure. The pilot followed protocol and the tower assisted him in landing safely.

Second incident was on January 30th regarding a vehicle traveling on Spanish River Blvd. that lost control and crashed into the airport perimeter fence. Minor injuries were sustained. There was damage to the airport perimeter fence. Temporary repairs were made the same day, and permanent repairs were completed shortly thereafter.

Discussion ensued regarding the incidents that were added to the agenda.

Mr. McDermott stated there was an incident that occurred at the Bomber event involving a security gate that closed on an individual in an electric scooter. The subject refused medical treatment. There was damage to the subject's electric scooter. A report was filed and our insurance carrier was placed on notice. The gate is functioning normally.

Mr. McDermott stated that on an area designated for automobile movement on the Boca Aviation ramp, an individual maneuvering his car to park backed into another vehicle. No damage was apparent. Boca Raton Police Department was called to the scene.

Discussion ensued regarding the amount of incidents that occurred. Mr. McDermott stated the number of accidents were an anomaly. Measures have been taken to prevent certain incidents from occurring again. Ms. Budd asked what measures or improvements can be taken to help prevent incidents in the future. Mr. McDermott stated that all areas of improvement have been made.

Record reflects the departure of Mr. Carman.

#### **TENANT REPORTS AND REQUESTS**

Mr. McDermott provided a request from Boca Airport, Inc., d/b/a Boca Aviation for approval of a sublease agreement by and between Boca Airport, Inc., d/b/a Boca Aviation and Aura Jets.

**A MOTION to consider Resolution Number 02-03-14 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 Aura Jets 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. Schwartz, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Ms. Meyers provided a request from Premier Aviation of Boca Raton, LLC of the Boca Raton Airport Authority requesting the Authority's consent to a Cross Access License Agreement between Premier Aviation of Boca Raton, LLC and City Furniture. Ms. Meyers stated the City requested that the Cross Access Agreement be in effect in perpetuity.

**A MOTION to consider Resolution Number 02-04-14 of the Boca Raton Airport Authority providing consent to a Cross Access License Agreement between Premier Aviation of Boca Raton, LLC and City Furniture was made by Mr. Feiler, seconded by Mr. Benefield, Mr. Fogel abstained, and Mr. Schwartz voted no, the motion was then approved by four Authority Board Members.**

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

Mr. Benefield provided a status report on Tower funding stating the funding is solid through September 30, 2014. Ms. Sherr stated that Ms. Bennett wrote a letter to the editor that went to the Sun-Sentinel and Palm Beach Post that thanked all of the Congressional Members for their support of the Contract Tower Program.

Ms. Sherr provided a status report by Airport Management regarding an amendment to the Boca Raton Airport Authority's Accounting Policies and Procedures Manual to include a credit card policy.

**A MOTION to consider Resolution Number 12-05-14 of the Boca Raton Airport Authority authorizing approval to amend the Boca Raton Airport Authority's Accounting Policies and Procedures Manual to include a credit card policy was made by Mr. Schwartz, seconded by Mr. Fogel and approved by all Authority Board Members present.**

Mr. McDermott provided a status report on the renewal of an agreement between the Boca Raton Airport Authority and Audio Video Services, Inc. for electronics repair and maintenance of the security system at the Airport. A request for proposals was advertised. Two proposals were received and Audio Video Services, Inc. was the lowest bidder.

**A MOTION to consider Resolution Number 02-06-14 of the Boca Raton Airport Authority authorizing approval to execute an agreement between the Boca Raton Airport Authority and Audio Video Services, Inc. for electronics repair and maintenance of security system at the airport was made by Mr. Fogel, seconded by Mr. Feiler and approved by all Authority Board Members present.**

Ms. Meyers provided a status report by Airport Management on the Tenant Estoppel Certificate and Subordination Non-Disturbance and Attornment Agreement for the Boca Raton Airport Authority Administrative Office Lease.

**A MOTION to consider Resolution Number 02-07-14 of the Boca Raton Airport Authority approving the request of Boca R&D Project 7, LLC for issuance of Tenant Estoppel Certificate and entry into a Subordination, Non-disturbance and Attornment Agreement with Boca R&D Finance 7 Parcel 1, LLC, Boca R&D Finance 7 Parcel 2, LLC, Boca R&D Finance 7 Parcel 3, LLC, Boca R&D Finance 7 Parcel 7, LLC, Boca R&D Finance 7 Parcel 8, LLC and ING Real Estate Finance (USA) LLC to the Suite 205 Sublease Agreement between Florida Atlantic Research and Development Authority and Boca R&D Project 7, LLC was made by Mr. Folden, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

Mr. McDermott provided a status report by Airport Management on the execution of the annual Hangar Lease Renewals for Building Number 5, Hangar 1A and Building Number 4, Hangar 2 with Boca Aircraft Owners, Inc. Mr. McDermott stated that one hangar is used by Civil Air Patrol and the other to store miscellaneous equipment for the Airport.

**A MOTION to consider Resolution Number 02-08-14 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 the operation and storage of equipment for the effective date of February 1, 2014 thru January 31, 2015 at the Boca Raton Airport was made by Mr. Fogel, seconded by Mr. Folden and approved by all Authority Board Members present.**

**A MOTION to consider Resolution Number 02-09-14 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, 2014 thru January 31, 2015 at the Boca Raton Airport was made by Mr. Feiler, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

Mr. Schwartz provided a status report on TASK 12 - Install Blast Fence stating the project is on schedule and coming to conclusion. Mr. McDermott stated that there is a change order for the project regarding the change in quantity of concrete for the foundation with a net increase of \$24,087.69. Discussion ensued.

**A MOTION to consider Resolution Number 02-13-14 of the Boca Raton Airport Authority approving Change Order No. 1 to the Agreement with MBR Construction, Inc. for construction of the Jet Blast Deflector was made by Mr. Schwartz, seconded by Mr. Feiler and approved by all Authority Board Members present.**

Mr. Feiler provided a status report on TASK 27 - Design/Construct Airport Administration Building stating a workshop was held to discuss the finalization of the building plans. Ms. Sherr presented a PowerPoint presentation outlining the reasons for proposing construction, steps already taken, fiscal rationale, and the timeline of the project.

**A MOTION to consider Resolution Number 02-10-14 of the Boca Raton Airport Authority approving the building plans for the Boca Raton Airport Authority Administration Building was made by Mr. Feiler, seconded by Mr. Benefield and approved by all Authority Members present.**

**A MOTION to consider Resolution Number 02-11-14 of the Boca Raton Airport Authority approving an Invitation to Bid for construction of the Boca Raton Airport Authority Administration Building was made by Mr. Feiler, seconded by Mr. Schwartz and approved by all Authority Board Members present.**

**A MOTION to consider Resolution Number 02-12-14 of the Boca Raton Airport Authority approving Joint Participation Agreement for Financial Project No. 435626-1-94-01, TASK 27 - Design/Construct Security Enhancements Phase 3 with the State of Florida Department of Transportation (FDOT) was made by Mr. Feiler, seconded by Mr. Benefield and approved by all Authority Board Members present.**

Ms. Budd introduced Ms. Bennet who provided a status report on the Final Draft of TASK 40 - Customs Feasibility Study. Ms. Bennet introduced Ana Sotorrio, President, Aviation Strategies and Trade Solutions. Ms. Sotorrio introduced Gloria Bender, Managing Principal of Trans Solutions. Ms. Sotorrio provided a PowerPoint presentation of the findings of the Feasibility Study. Discussion ensued. The Final Draft - TASK 40 - Customs Feasibility Study was received by the Authority for further review.

Mr. Folden provided a status report by the Security Committee stating a badge audit was completed consisting of verification of active badges and physical badge inspections. A full inspection of the secured perimeter was also completed.

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

Ms. Budd provided a status report on the Governance Committee stating there were no forms submitted.

#### **PUBLIC INPUT**

No public input was provided.

#### **OTHER BUSINESS**

No other business was provided.

**MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, March 19, 2014 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURNMENT**

Meeting Adjourned at 8:09 pm.

*Cheyl Budd*  
Cheyl Budd, Chair

*3/19/14*  
Date