

**Boca Raton Airport Authority  
Meeting Minutes  
October 21, 2015  
Boca Raton City Hall - Council Chambers**

Chair Gene Folden called the meeting to order at 6:00 P.M.

**BOARD MEMBERS**

Gene Folden	Chair
Frank Feiler	Vice-Chair
George Brown	Secretary & Treasurer
Cheryl Budd - Absent	Board Member
Jack Fox	Board Member
Bill Schwartz	Board Member
Robert Weinroth, by phone	Board Member

**COUNSEL**

Dawn Meyers, Esquire – Berger Singerman

**STAFF**

Clara Bennett, Executive Director  
Janet Sherr, Deputy Executive Director Business Administration  
Ariadna Camilo, Accounting Coordinator  
Scott Kohut, Security Coordinator  
Jose Blanco, Special Projects and IT Coordinator  
Kevin Miller, Business and Marketing Coordinator

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) and aired on the radio at 1650 AM.

**APPROVAL OF MINUTES**

**A MOTION to approve the minutes of the September 18, 2015 Regular Meeting was made by Mr. Feiler and seconded by Mr. Fox. The Motion carried unanimously.**

**AGENDA CHANGES**

**Item IX. D. was moved up to be heard after the Consent Agenda. A MOTION to accept was made by Mr. Weinroth, seconded by Mr. Feiler and carried unanimously.**

**CONSENT AGENDA**

- A. Noise Abatement / Operations Summary for the month of September 2015;
- B. Request from Signature Flight Support of the Boca Raton Airport Authority to host a Special Event on their leasehold for the Boca Raton Pilot's Association Veterans Day Event, scheduled for November 7, 2015;

Consider Resolution Number 10-47-15 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 Pilot's Association Veterans Day Event, scheduled for November 7, 2015; 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.

- C. Request from Signature Flight Support of the Boca Raton Airport Authority to host a Special Event on their leasehold for the Boca Raton Chamber of Commerce Annual Board of Trustees Holiday Party, scheduled for December 1, 2015; 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.

Consider Resolution Number 10-48-15 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 Chamber of Commerce Annual Board of Trustees Holiday Party, scheduled for December 1, 2015; 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.

**A MOTION to adopt all Items of the Consent Agenda was made by Mr. Schwartz and seconded by Mr. Fox. The Motion carried unanimously.**

**IX. D.** Eagle Scout Charlie Schmidt gave a presentation on his monument project. The board thanked and congratulated him for his contribution to the airport.

**FEDERAL, STATE, COUNTY AND MUNICIPAL INPUT**

There was no input provided.

**PUBLIC REQUEST**

None.

**FINANCIAL REPORT**

Mr. Brown reported that revenue is down 1.8%, expenses are up 7.2% and there are no significant variances in the financial statements for the month of September.

**A MOTION to approve the Financial Report was made by Mr. Fox and seconded by Mr. Schwartz. The Motion carried unanimously.**

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

None.

#### **EXECUTIVE DIRECTOR AND STAFF REPORTS**

Ms. Meyers presented the proposed Bylaw amendments from the September meeting for a second reading.

Discussion ensued.

Mr. Brown requested to amend Page 9, subsection F – Penalties - to add to the last sentence of the subsection “and its termination, as applicable.” **Mr. Weinroth made the MOTION to include Mr. Brown’s change. Mr. Schwartz seconded. Motion passed unanimously.**

**A MOTION to consider Resolution Number 09-44-15 of the Boca Raton Airport Authority Adopting Amended and Restated Boca Raton Airport Authority Bylaws was made by Mr. Brown and seconded by Mr. Fox. The Motion carried unanimously.**

Ms. Bennett gave a report reviewing operating and capital legal fees over the contract period with Berger Singerman.

**A MOTION to put legal services out for Requests for Qualifications was made by Mr. Weinroth and seconded by Mr. Fox.**

Discussion ensued.

**A MOTION to table Mr. Weinroth’s motion until next month in order for Ms. Bennett to obtain more information from peer airports regarding their legal services bid processes was made by Mr. Fox and seconded by Mr. Brown. The motion passed unanimously.**

A presentation on the Premier Park Site Plan Modification was made by Doug Mumaw, architect, and Maria Bolivar of iPic. A discussion of the site plan ensued.

Mr. Feiler provided an update on the progress of the Administration Building. Mr. Feiler commended Mr. Cervasio and the entire staff on their efforts.

Mr. Kohut provided a status report on Task 42 – Engineered Material Arresting System (EMAS).

Mr. Kohut provided a status report on Task 41A – Air Traffic Control Tower (ATCT) Renovations, which include replacing the roof and the HVAC system, upgrading plumbing and electrical, as well as painting the interior.

Ms. Bennett gave a status update on Task 40 Customs and Border Patrol Facility. The plans are at 60% completion and a meeting with Customs is scheduled for next week. Mr. Brown requested that the City Manager be included in future memoranda regarding progress.

Ms. Sherr provided an update on monument signage and the Community Engagement and Corporate Identity Program.

**AUTHORITY MEMBERS REQUESTS AND REPORTS**

Mr. Feiler encouraged everyone to attend the November 7<sup>th</sup> Veterans Day event.

Mr. Folden asked staff to place University Village on the next agenda.

Mr. Folden requested that BRAA staff conduct a strategic long-range visioning session with stakeholders. Mr. Brown requested that the visioning session be facilitated by a third party.

**PUBLIC COMMENT**

None.

**OTHER BUSINESS**

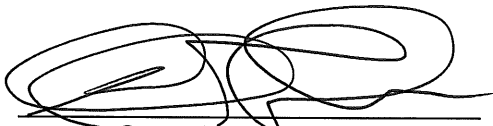
None.

**MISCELLANEOUS**

The next regularly scheduled meeting is Wednesday, November 18, 2015 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

**ADJOURNMENT**

Meeting Adjourned at 7:32 p.m.

  
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Gene Folden, Chair

11/18/15  
\_\_\_\_\_  
Date