

**Boca Raton Airport Authority
Meeting Minutes
March 15, 2017
Boca Raton City Hall – Council Chambers**

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

BOARD MEMBERS

Gene Folden	Chair
Cheryl Budd	Vice-Chair
Mitchell Fogel	Secretary/Treasurer
David Milledge	Board Member - Absent
Randy Nobles	Board Member
Melvin Pollack	Board Member
Thomas Thayer	Board Member

COUNSEL

Robert Diffenderfer, Esquire – Lewis Longman & Walker
Amy Petrick, Esquire – Lewis Longman & Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy Director
Ariadna Camilo, Finance and Administration Manager
Travis Bryan, Operations Manager
Christine Landers, Business Manager
Jose Blanco, Operations Coordinator
Robert Abbott, Operations 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 and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the February 15, 2017 Regular Meeting was made by Mr. Pollack and seconded by Ms. Budd. The Motion was carried unanimously.

AGENDA CHANGES

Ms. Bennett asked to move Agenda Item X-A, discussion of investment policy, to new Item VII-B.

A MOTION to approve the agenda change was made by Ms. Budd and seconded by Mr. Pollack. The Motion was carried unanimously.

CONSENT AGENDA

There were no items on the Consent Agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal Input.

PUBLIC REQUESTS

There were no public requests.

FINANCIAL REPORT

Ms. Camilo presented the Financial Report for February 2017.

Mr. Thayer asked what was done with the three CD's that had expired this year and what the disposition was for those CD's.

Ms. Camilo reminded the Board that the CD in January was moved to operating and used to fund expenses related to the EMAS project, and the two CD's from February were being combined and invested in a 10-month CD at City National Bank.

A discussion ensued.

A MOTION to approve the Financial Report for February 2017 was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Thayer opened a discussion on BRAA Investment Policy

Mr. Thayer recommended we adopt everything that was inferred in the presentation given by Lewis Longman, & Walker.

Ms. Petrick explained that the presentation is a guideline showing what is involved in setting up an investment policy under F.S. 218.415.

Ms. Bennett further explained the guidelines and requirements that must be incorporated into an investment policy, should the Board choose to adopt one in accordance with F.S. 218.415(16).

A discussion ensued.

Mr. Antonio Grau Jr, Grau & Associates provided input and recommendations regarding the BRAA Investment Policy. Mr. Grau stated he does not feel there are enough funds to work with, and that the time and costs involved would not be worth the added returns for the Boca Raton Airport Authority.

Mr. Folden requested that the staff research other Special Independent Districts who have their own investment policies to see what their costs are to administer the program, what their returns are, and the dollar amounts that they have available to invest.

Mr. Thayer expressed his concern that the Airport is missing out on a large return.

Ms. Bennett asked Mr. Thayer what his recommendation for an investment would be. Mr. Thayer stated the Boca Raton Airport Authority should invest in S&P 500 index ETF with a firm like Vanguard or Fidelity.

Mr. Diffenderfer stated that it is not a permissible investment.

Mr. Fogel stated the Airport Authority has spent too much time discussing this, when it is apparent this is something we cannot do.

TENANT REPORTS AND REQUESTS

Mr. Blanco requested approval for Signature Flight Support to host a Special Event for Delta Private Jets on April 5, 2017.

A MOTION to approve Resolution No. 03-05-17 of the Boca Raton Airport Authority conditionally approving the request of Signature Flight Support to hold a private invitation only Special Event on April 5, 2017 for Delta Private Jets was made by Mr. Thayer and seconded by Ms. Budd. The motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Folden reported that the Noise Abatement/Operations Summary for the month of February was included in the agenda package.

Ms. Bennett presented the BRAA Bylaws amendments that were discussed at the January meeting.

A MOTION to approve Resolution No. 03-06-17 of the Boca Raton Airport Authority adopting amended Boca Raton Airport Authority Bylaws was made by Mr. Fogel and seconded by Mr. Thayer. The motion carried unanimously.

Mr. Michael Schneider, Green Integrated Marketing gave an update on the BRAA Community Engagement & Corporate Identity Program, focusing on performance indicators for the social network and website part of the program.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Thayer requested a date be selected for the next quarterly Board Workshop. Staff was directed to find a suitable date and to establish a quarterly schedule.

Mr. Folden distributed a proposed Drug and Alcohol Free Workplace Policy. Legal has been asked to review the policy and it will be placed on the Workshop Agenda for additional discussion.

Mr. Nobles introduced himself and gave some background information.

Ms. Budd reminded the Board that potential topics for the workshop need to be submitted to the Executive Director. Ms. Bennett confirmed and added that she will work together with the Chair to set the agenda for the upcoming workshop.

Mr. Pollack recommended that on the weekends when there is a TFR, the Airport Authority should have at least one staff member in the office on Saturday and Sunday.

Mr. Pollack asked if the Executive Director and staff are exempt from the Palm Beach Ethics Standards. Ms. Petrick reminded the Board that staff and Board Members have to meet Chapter 112 of the State Ethics requirements.

Mr. Pollack mentioned that at the January Workshop the topic of staff salaries and performance bonuses was not discussed. Mr. Pollack asked that the topic be included in the next workshop.

Mr. Thayer reminded the Board that Mr. Helwig did a lot of research on salaries and bonuses and he believes this information should be shared with Mr. Nobles and be available for budget discussions.

Ms. Bennett mentioned that such an analysis should consider truly comparable airports as well as the vision and goals that the Board has established as differentiators. Ms. Budd strongly recommended that the Board should contemplate hiring an independent entity that specializes in wage and benefit studies specific to airports to provide the evaluation. This should be done by a professional, not by phone surveys done by Members of the Board or staff.

PUBLIC INPUT

There was no Public Input.

OTHER BUSINESS

Ms. Mel Jones, representing Vital Flight, spoke regarding their upcoming Kids Day. Due to the recent TFR's and the inability to plan for them, Vital Flight's has made the decision to move the Kids Day to Opa Locka this year.

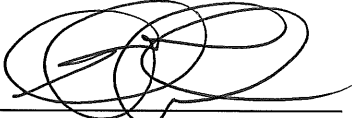
Ms. Bennett introduced Travis Bryan the new Operations Manager to the Board.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, April 19, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 8:25 p.m.



Gene Folder, Chair

4/26/17
Date