

**Boca Raton Airport Authority
Meeting Minutes
July 19, 2017
Boca Raton City Hall – Council Chambers**

Chair Mitchell Fogel called the meeting to order at 6:00 P.M.

BOARD MEMBERS

Mitchell Fogel	Chair
Cheryl Budd	Vice-Chair
Randy Nobles	Secretary/Treasurer - ABSENT
Gene Folden	Board Member
Jack Fox	Board Member
James R Nau	Board Member
Melvin Pollack	Board Member

COUNSEL

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

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.bocaairport.com and aired on the radio at 1650 AM.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the June 12, 2017 Regular Meeting was made by Mr. Folden and seconded by Mr. Fox. The Motion was carried unanimously.

AGENDA CHANGES

There were no agenda changes.

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 June 2017.

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

TENANT REPORTS AND REQUESTS

Mr. Salvatore D'Amico, of Privaira and Mr. Kevin Crossman from FAU spoke regarding the request for a special event to be held at Privaira's hangar on Atlantic Aviation's leasehold on August 29, 2017.

A MOTION to approve Resolution No. 07-15-17 of the Boca Raton Airport Authority granting conditional approval to Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, dba Privaira, on August 29, 2017 was made by Mr. Fox and seconded by Mr. Pollack. The Motion carried unanimously.

Ms. Bennett discussed the status of the Boca Aircraft Owners lease reversion.

A discussion ensued.

Mr. Whittle, President of Boca Aircraft Owners, spoke regarding their current position in the negotiations.

A MOTION to allow for an extension to the Lease reversion negotiation period between the Airport Authority and Boca Aircraft Owners until August 9, 2017 and granting the Executive Director or the Chair authorization to sign the 9th Amendment was made by Mr. Fox and seconded by Ms. Budd. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Blanco presented the Noise Abatement/Operations Summary for the month of June 2017.

Mr. Bryan presented the Water Service License Agreement with the City of Boca Raton for the Customs and Border Protection Facility.

A MOTION to approve Resolution No. 07-16-17 of the Boca Raton Airport Authority approving a License Agreement with the City of Boca Raton for the installation of water and sewer transmission lines to service the U. S. Customs and Border Protection Facility was made by Mr. Folden and seconded by Mr. Fox. The Motion carried unanimously.

Ms. Camilo presented the external Auditing Services contract extension with Grau and Associates.

A MOTION to approve Resolution No. 07-17-17 of the Boca Raton Airport Authority approving a three-year contract extension for professional auditing services for Fiscal Years 2017, 2018, and 2019 with Grau and Associates was made by Ms. Budd and seconded by Mr. Fox. The Motion carried unanimously.

Ms. Camilo presented highlights of the changes being proposed to the Boca Raton Airport Authority Accounting Policy and Procedure Manual.

Ms. Carolyn Binder, CPA provided additional input regarding the necessity of amending the Accounting Policy and Procedure Manual.

A MOTION to approve Resolution No. 07-18-17 of the Boca Raton Airport Authority to amend the Accounting Policy and Procedure Manual was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

Ms. Camilo presented the request for the Board appointment of a fourth authorized check signer.

A MOTION to appoint Mr. Gene Folden as the fourth signer of checks for the Boca Raton Airport Authority was made by Mr. Pollack and seconded by Mr. Fox. The Motion carried unanimously.

Mr. Kohut presented the access badge fee schedule.

A MOTION to approve Resolution No. 07-19-17 of the Boca Raton Airport Authority adopting the Access Badge Fee Schedule in accordance with the revised Accounting Policy was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Kohut presented the Customs and Border Protection Facility Fee Schedule. Mr. Fox suggested a program to offer a 50% discount on the user fees for the first three months of operation as way to market the facility. Mr. Folden recommended changing the boater fee to \$15.00 per boater.

A MOTION to approve Resolution No. 07-20-17 of the Boca Raton Airport Authority adopting the Customs and Border Protection Fee Schedule, as amended and offering a 50% discount for the first three months of operation was made by Mr. Fox and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Kohut presented the recommended five-year Disadvantaged Business Enterprise (DBE) participation goal.

Ms. Sheryl Dickey, President of Dickey Consulting Services, Inc., explained the process used to set the DBE goal and answered questions.

A MOTION to approve Resolution No. 07-21-17 of the Boca Raton Airport Authority setting the DBE participation goal at 24.67% for the 2017-2023 Capital Improvement Plan was made by Ms. Budd and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Kohut presented the Joint Participation Agreement for the Air Traffic Control Tower Rehabilitation Phase 2 project.

A MOTION to approve Resolution No. 07-22-17 of the Boca Raton Airport Authority accepting the Joint Participation Agreement (JPA) for Financial Project No. 441606-1-4-01 with the State of Florida Department of Transportation for Air Traffic Control Tower Rehabilitation Phase 2 was made by Mr. Fox and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Michael Schneider of Green Advertising presented three wall graphic options for the Customs and Border Protection Facility. The Board selected the third option with some minor changes.

Ms. Bennett presented a proposal from ADK Consulting to conduct a Salary and Benefit Study.

A Discussion ensued.

A MOTION to engage ADK Consulting to complete a salary study and for Airport Management to complete a benefits plan review was made by Mr. Fox and seconded by Ms. Budd. The Board also recommended that Secretary/Treasurer Nobles to serve as the Board Liaison for this project. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Fogel presented the Board Member project liaison assignments for the year.

PUBLIC INPUT

There was no public input.

OTHER BUSINESS

Mr. Folden requested an update on the Customs project. Ms. Bennett provided the update.

Mr. Bryce Wagner, Resident Project Engineer for Ricondo and Associates, Inc. also provided an update on the Customs project and answered questions.

A discussion ensued.

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, August 16, 2017 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 8:57 p.m.



Mitchell Fogel, Chair

8-16-17
Date