

BOARD APPOINTMENT SUMMARY

Advisory Board: Boca Raton Airport Authority – Aviation Advisory Committee

Motion/Title: Staff recommends motion to approve: appointment of the following individual to the Boca Raton Airport Authority – Aviation Advisory Committee (Advisory Committee) for the term January 11, 2011, to May 31, 2012:

Summary: The Advisory Committee (Boca Raton Airport Authority Resolution 12-67-10) is comprised of nine (9) members. The City of Boca Raton, the City of Delray Beach, the Town of Highland Beach, the City of Deerfield Beach and Palm Beach County shall each appoint one (1) member. In the case of the County, the individual must reside within unincorporated Palm Beach County. The Boca Raton Airport Authority appoints four (4) members with each member residing in established quadrants of the Airport. While the Airport resides in District 4, it has an impact on District 5, and historically nominations have come from District 4 and/or District 5. A request was sent to the District 4 and 5 Commissioners on November 18, 2010 requesting nominations. Commissioner Aaronson recommended the above nominee.

District 4 (AH)

Background and Justification: The Advisory Committee provides input to the Boca Raton Airport Authority on noise and noise mitigation as they affect the Advisory Committee members' respective municipalities, county lands and neighborhoods. Out of nine (9) seats, six (6) are currently filled and the diversity make up is: 100% Caucasian males.

1. Board Appointment Information Form
2. Résumé of Sheri Scarborough
3. Palm Beach County Code of Ethics Acknowledgement Form
4. Guide to Sunshine Amendment Acknowledgement Form
5. Current List of Board Members
6. Boca Raton Airport Authority – Aviation Advisory Committee Bylaws
7. Email from County Administrator

Legal Sufficiency: Anne Helant 1/3/11
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.

Revised 1/2010

SHERI A. SCARBOROUGH

10619 Maple Chase Drive • Boca Raton, Florida 33498 • 561-719-7036

EMPLOYMENT

BUSINESS DEVELOPMENT
Campbell Property Management

2010-Present
Deerfield Beach, Florida

Responsible for new business development. Organized and conducted trade shows, seminars, community events, and office tours. Assisted President, Regional Directors, and Managers with client retention.

VICE PRESIDENT OF BUSINESS DEVELOPMENT
Prime Management

2007-2009
Boca Raton, Florida

Responsible for new business development. Organized and conducted trade shows, seminars, community events, and office tours. Assisted President, Regional Directors, and Managers with client retention.

OWNER/PRESIDENT
P.A.C. Management

1992-2007
Boca Raton, Florida

Managed the daily operations of community associations. Responsibilities included supervision of employees and vendors, preparing bid specifications, preparation of community newsletters, bookkeeping, conducting monthly board of directors meetings, and annual meetings of the members.

EDUCATION

OFFICE ADMINISTRATION
Kent State University

1978-1980
Kent, Ohio

DIPLOMA
Boardman High School

1974-1978
Youngstown, Ohio

AFFILIATIONS

- West Boca Community Council, President
- South County Partnership, Director
- Palm Beach County Zoning Commission, Commissioner
- Palm Beach County State Attorney's Community Advisory Board, member
- Greater Boca Raton Chamber of Commerce, member



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/training.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have the above named contract(s);

OR

☒ At this time, neither I nor my employer have contract(s) with the Board of County Commissioners

As a (current or potential) advisory board member you are required to receive training on the PBC Code of Ethics and acknowledge that you have read and understand the PBC Code of Ethics Ordinance.

If you are unable to access the training and/or Ordinance on the web, please contact Patty Hindle at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME: Sheri A. Scarborough
Print or Type

FIRM/COMPANY/ORGANIZATION: Campbell Property Management

ADVISORY BOARD(S): Zoning, Boca Raton Airport, Aviation Advisory Committee

I acknowledge that I have taken the required training; and read and understand the Palm Beach County Code of Ethics Ordinance, the provisions of which are effective May 1, 2010. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Sheri A. Scarborough Date: 12/17/10

Please sign and return this FORM to Patty Hindle at P.O. Box 1989, West Palm Beach, Florida 33402-1989.

Attachment # 3

4/23/10

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County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

TO: ADVISORY BOARD MEMBERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE
AMENDMENT & STATE CODE OF ETHICS**

As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at:
<http://www.pbcgov.com/ethics/training.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989. If you cannot access this document on the web, please contact me at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME:

Si A Scarborough
Print or Type

ADVISORY BOARD(S):

*zoning Boca Raton Airport
aviation Advisory Committee*

I acknowledge that I have read the State of Florida Guide to the Sunshine Amendment and the Code of Ethics. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature:

Si A Scarborough Date: *12/17/10*

Please sign and return to Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989 in self-addressed envelope provided.

Revised 3/15/10

Attachment #

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Boca Raton Airport Authority Aviation Advisory Members

As of 12-01-10

Melvin Pollack
Chair
Quadrant B
800 N. Ocean Blvd., #1
Delray Beach, FL 33483
H: 561-272-7618
C: 561-213-1990
melsy@bellsouth.net

Bruce Herman
Quadrant C
2112 Juego Way
Boca Raton, FL 33434
H: 561-482-6183
C: 561-302-3557
F: 561-482-6183
rocom57@gmail.com

Benjamin V. McCaul
Secretary
Boca Raton
1333 Tamarind Way
Boca Raton, FL 33486
H: (561) 347-1735
C: (561) 504-9696
F: (561) 394-9919
mccauls@earthlink.net

Quadrant D - Vacant

Delray - Vacant

Paul Resnick
Highland Beach
4740 S. Ocean Blvd., #605
Highland Beach, FL 33487
H: 561-455-2224
paul_resnick@msn.com

Deerfield - Vacant

Palm Beach County - Vacant

Marvin Diamond
Quadrant A
2481 NW 59th Street, #901
Boca Raton, FL 33496
H: (561) 241-9985
C: (561) 445-1971
F: (561) 241-9985
mhd82998@aol.com

Paul W. Carman
Authority Liaison
847 Forsyth Street
Boca Raton, FL 33487
H: (561) 998-3247
F: (954) 421-2553
C: (561) 504-4694
pwcins@aol.com

Attachment # 5

BOCA RATON AIRPORT AUTHORITY

RESOLUTION 12-67-10

A Resolution of the Boca Raton Airport Authority approving an amendment to the Boca Raton Airport Authority Aviation Advisory Committee Bylaws

WHEREAS, on June 3, 2002, the Boca Raton Airport Authority (the "Authority") adopted bylaws for the Aviation Advisory Committee (the "Bylaws");

WHEREAS, the Bylaws set forth the requirements for membership on the Aviation Advisory Committee (the "AAC"), including the requirements for resident appointees by the City of Boca Raton, the City of Delray Beach, the Town of Highland Beach, the City of Deerfield Beach and Palm Beach County (the "County"); and

WHEREAS, the original intent of the Authority was that the resident appointee of the County reside in the unincorporated areas of the County;

WHEREAS, past practice of the AAC is consistent with this interpretation, and throughout the AAC's history all of the County's appointees have resided in the unincorporated areas of the County; and

WHEREAS, the Authority desires to amend the Bylaws to clarify this requirement of the County appointee.

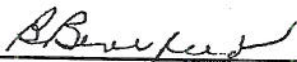
NOW THEREFORE BE IT RESOLVED BY THE BOCA RATON AIRPORT AUTHORITY, BOCA RATON, FLORIDA, IN PUBLIC MEETING DULY ASSEMBLED, THIS 15TH DAY DECEMBER, 2010, AS FOLLOWS:

1. The Authority hereby amends the Bylaws, as set forth in Exhibit "A."
2. This Resolution and the amendment to the Bylaws shall take effect upon its adoption by the Authority.
3. The Airport Manager, in consultation with Airport Legal Counsel, is authorized to do all things necessary to effectuate the intent of this Resolution No. 12-67-10.
4. The Chair or Vice-Chair of the Authority is hereby authorized to execute this Resolution Number 12-67-10.

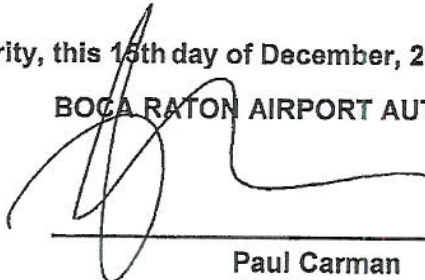
ADOPTED by the Boca Raton Airport Authority, this 15th day of December, 2010.

ATTEST:

BOCA RATON AIRPORT AUTHORITY:



**Bruce Benefield
Secretary & Treasurer**



**Paul Carman
Chair**

*ADOPTED: June 3, 2002
AMENDED: October 16, 2002
AMENDED: December 16, 2003
AMENDED: June 16, 2004
AMENDED: December 15, 2010*

**BOCA RATON AIRPORT AUTHORITY
AVIATION ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
NAME**

The name of the Committee shall be "BOCA RATON AIRPORT AUTHORITY AVIATION ADVISORY COMMITTEE" (the "Committee").

**ARTICLE II
PURPOSE**

The Committee shall provide input to the Airport Authority on noise and noise mitigation as they affect the Committee members' respective municipalities, county lands and neighborhoods to serve as the voice of their respective municipality, county governments and neighborhoods in advising the Airport Authority on policy matters relating to noise and noise mitigation at the Boca Raton Airport. The Committee members shall work directly with Airport Management concerning any matters related to noise and noise mitigation. The Committee shall not contact any Federal, State, or local Governmental Agencies and any of their employees without specific instructions and coordination by the Authority.

**ARTICLE III
MEMBERSHIP**

The Committee shall consist of nine members. The City of Boca Raton, the City of Delray Beach, the Town of Highland Beach, the City of Deerfield Beach and Palm Beach County shall each appoint one member who must reside within the boundary of the appointing entity in the case of a city, and in the case of the County, within unincorporated Palm Beach County. The Boca Raton Airport Authority shall appoint four members, with a member residing in Quadrants A, B, C, and D respectively. No elected official, member of the Airport Authority or employee of the appointing entity shall be eligible for appointment to the Committee. The Committee shall continue in existence with not less than 5 members in the event an appointing entity does not make an initial appointment or fill a vacancy when appropriate. The appointing entity, with the exception of the Airport Authority shall provide written notice to the Airport Authority of its appointment and all subsequent appointments. No member of the Committee shall receive compensation for performance of his or her duties.

*ADOPTED: June 3, 2002
AMENDED: October 16, 2002
AMENDED: December 16, 2003
AMENDED: June 16, 2004
AMENDED: December 15, 2010*

ARTICLE IV TERMS

The term for Committee members shall be as follows:

- A. Members consisting of representatives of the 4 municipalities and Palm Beach County shall be for 2 years and expire on May 31st at the end of the term of appointment.
- B. Members consisting of the representatives of Quadrants A, B, C, and D shall be for one year except for the period from January 1, 2005 to May 31, 2006 which shall be for one and one-half years. The first appointment shall be from the date of appointment to December 31, 2004. Thereafter, the appointment shall expire on May 31st at the end of the term of appointment.

ARTICLE V OFFICERS

Annually, during the June meeting, the Committee members shall choose a Chairman, Vice-chairman, and Secretary. The term of office for the Chairman, Vice-chairman and Secretary shall be one (1) year and no member shall hold the same office for more than two (2) consecutive years.

ARTICLE VI QUORUM

A quorum shall consist of five (5) members but the affirmative vote of not less than five (5) members shall be necessary to take any action but to adjourn meetings.

ARTICLE VII REMOVAL

Committee members appointed by the Palm Beach County Commission, Council, or the Authority, who appointed that member may be removed for any just cause. The unexcused failure to attend three (3) consecutive regular meetings of the Committee shall be deemed just cause without limiting the meaning of that term.

*ADOPTED: June 3, 2002
AMENDED: October 16, 2002
AMENDED: December 16, 2003
AMENDED: June 16, 2004
AMENDED: December 15, 2010*

ARTICLE VIII
VACANCIES

Vacancies shall be filled by the appropriate appointing entity for the balance of the term.

ARTICLE IX
RULES OF COMMITTEE

The Committee may adopt Rules of Procedure not inconsistent with these Bylaws. The Committee shall establish a regular meeting schedule and shall provide for such other meetings as are necessary to carry out the functions of the Committee.

The Committee shall meet at least once a quarter at times and places to be determined by the Committee membership. The location of a regular scheduled meeting shall be within the boundary of the City of Boca Raton. In addition, there shall be an annual workshop meeting held jointly with the membership of the Airport Authority. The Airport Authority shall set the annual workshop meeting. All meetings of the Committee shall be open to the public. Robert's Rules of Order latest edition shall govern meetings.

ARTICLE X
NOTICE TO MEMBERS

The Chairman or the Recording Secretary shall give notice of any regular or special meeting to the members, either personally, by facsimile, or in writing, not less than 10 days in advance of such meetings. Every written notice shall be deemed duly given when the fax has been received or when written notice has been deposited in the United States mail, with postage prepaid, addressed to the member. Any member may waive such notice for a meeting by written communication either before or during such meeting.

ARTICLE XI
SPECIAL MEETINGS

The Chairman may call special meetings on such dates and at such times and places as may be reasonably designated by the Chairman.

ADOPTED: June 3, 2002
AMENDED: October 16, 2002
AMENDED: December 16, 2003
AMENDED: June 16, 2004
AMENDED: December 15, 2010

ARTICLE XII
NOTICE TO PUBLIC

Public notices of all meetings shall be given in accordance with law and meetings shall be held in a public building.

ARTICLE XIII
RECORDING SECRETARY

An airport staff employee appointed by the Airport Manager shall serve as Recording Secretary to the Committee. The Recording Secretary shall keep a record of the proceedings of Committee meetings. The Recording Secretary shall prepare the Agenda and minutes of each meeting and shall be responsible for the distribution of both to the members of the Committee and to the Airport Authority. The Recording Secretary is responsible for advertising the meetings and other such duties as are customarily performed by a Recording Secretary.

ARTICLE XIV
SUNSHINE LAW and PUBLIC RECORDS LAW

The Committee and its members are subject to Florida's Government in the Sunshine Law (Florida Statute 286.011). All documents or other material made or received pursuant to law or in connection with the transaction of official business of the Committee are public records and are subject to the Florida Public Records Law (Florida Statute 119.011).

Adopted by Resolution of the Boca Raton Airport Authority on June 3, 2002, Amended October 16, 2002, Amended by Resolution 12-40-03, December 16, 2003, Amended by Resolution 06-14-04, June 16, 2004; and Amended by Resolution 12-67-10, December 15, 2010.

By: 

Paul Carman, Chairman

From: Robert Weisman
Sent: Thursday, November 18, 2010 1:36 PM
To: Burt Aaronson; Steven Abrams
Cc: Brad Merriman; Patty Hindle
Subject: Boca Raton Airport

By letter copied to you dated 11/16, the Airport Authority is requesting the County appoint a representative to their Aviation Advisory Committee. There are a number of ways to accomplish this. As the Airport is in District 4, but with impact on District 5, you could each nominate one person with the selection made at an upcoming Board meeting by the full Board. Please consider such a nomination or advise if you would like to handle in a different manner.