

**Boca Raton Airport Authority  
Meeting Minutes  
November 20, 2024  
Research Park at Florida Atlantic University**

Mr. Tucker called the meeting to order at 5:00 p.m. A quorum was present.

**BOARD MEMBERS**

Robert Tucker	Chair
Randy Nobles	Vice-Chair
Mitchell Fogel	Secretary/Treasurer – arrived at 5:03 p.m.
Cheryl Budd	Board Member - Telephonically
Gene Folden	Board Member
James R. Nau	Board Member
Melvin Pollack	Board Member - Telephonically

**COUNSEL**

Amy Petrick, Esquire – Lewis, Longman & Walker, P.A.

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Travis Bryan, Operations Director  
Robert Abbott, Finance and Administration Director  
Florence Straugh, Business Manager  
Richard Gurzo, Accounting Coordinator  
Hannah Naveda, Operations Coordinator  
Robert Pratt, Operations Coordinator

Mr. Tucker thanked the Research Park for allowing the Boca Raton Airport Authority to utilize their conference room while the BRAA Administration building is under construction.

**APPROVAL OF MINUTES**

**A MOTION to approve the Minutes of the October 15, 2024, Emergency Meeting was made by Mr. Nau and seconded by Mr. Folden. The Motion carried unanimously.**

**A MOTION to approve the Minutes of the October 16, 2024, Regular Meeting was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.**

**AGENDA CHANGES**

There were no agenda changes.

**PUBLIC REQUESTS**

There were no public requests.

## **CONSENT AGENDA**

There were no items on the consent agenda.

## **FEDERAL, STATE AND MUNICIPAL INPUT**

There was no federal, state, or municipal input.

## **TENANT REPORTS AND REQUESTS**

No tenant reports or requests were made.

Mr. Tucker moved the Financial Report to present after the Operations Report to allow time for Mr. Fogel, who was enroute, to arrive.

## **EXECUTIVE DIRECTOR AND STAFF REPORT**

Mr. Pratt presented the Operations and Noise Abatement Report for the month of October 2024.

Mr. Tucker inquired about plans to address the presidential activity and Temporary Flight Restrictions. Mr. Kohut affirmed that plans have been started and discussions have occurred with Boca Raton Airport Tower Manager. Airport Management has also requested to meet with Air Traffic Control in Palm Beach. Ms. Bennett stated that notices to the community will be sent. Mr. Pratt emphasized that the notice will be letting the community know in advance through various media to anticipate a significant increase in flight activity associated with presidential visits.

Mr. Nobles noted that operations were down and inquired about the purpose of the statistics. Mr. Kohut stated that the number of operations applies to the level of the Tower and related equipment requirements. Ms. Bennett spoke to the fact that the number of operations shows the overall activity of the airport but that the operations and fuel statistics can be affected by various factors. Mr. Bryan added that last month's tropical storm reduced the number of smaller aircraft flights due to high winds and inclement weather.

## **FINANCIAL REPORT (moved and presented after the Operations Report)**

At 5:03 p.m., Mr. Fogel arrived and advised the Board he had reviewed the October 2024 financial report.

Mr. Abbott presented the Financial Report for October 2024.

**A MOTION to approve the Financial Report for October 2024 was made by Mr. Nobles seconded by Mr. Folden. The Motion carried unanimously.**

## **EXECUTIVE DIRECTOR AND STAFF REPORT (continued)**

Ms. Bennett presented the Premier Aviation of Boca Raton Settlement Agreement Ratification.

**A MOTION to approve Resolution No. 11-34-24 of the Boca Raton Airport Authority approving a Stipulated Settlement Agreement resolving claims, counterclaims, and affirmative defenses arising from litigation concerning the Lease Agreement Between the Boca Raton Airport Authority and Premier Aviation of Boca Raton, LLC, dated September 27, 2000, was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Kohut presented the Disadvantaged Business Enterprise (DBE) Contact Extension with C & S Engineers, Inc. and stated that Ms. Lisa Howard with C & S Engineers, Inc. was available for any questions.

**A MOTION to approve Resolution No. 11-35-24 of the Boca Raton Airport Authority approving renewal of the contract between the Authority and C & S Engineers, Inc. for Disadvantage Business Enterprise Administrator was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Ms. Naveda presented the 2024 third quarter update of the Safety Management System Program.

Mr. Tucker inquired where the materials will be posted. Ms. Naveda indicated that the materials will be distributed to the tenants.

Mr. Abbott presented the Public Transportation Grant Agreement for Financial Project No. 454774-1-94-01 with the State of Florida Department of Transportation for Electrification Master Plan at the Boca Raton Airport.

**A MOTION to approve Resolution No. 11-36-24 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Electrification Master Plan at the Boca Raton Airport was made by Mr. Nau and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Abbott presented the Public Transportation Grant Agreement for Financial Project No. 454775-1-94-01 with the State of Florida Department of Transportation for Taxiways B1, B2, B5, B7, B8, P3 and P9 Geometry Enhancements and B5, P9 Rehab Design at the Boca Raton Airport.

**A MOTION to approve the Resolution No. 11-37-24 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Taxiways B1, B2, B5, B7, B8, P3 and P9**

**Geometry Enhancements and B5, P9 Rehab Design at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Abbott presented the Public Transportation Grant Agreement for Financial Project No. 451569-1-94-01 with the State of Florida Department of Transportation for AWOS Replacement - Construction at the Boca Raton Airport.

**A MOTION to approve Resolution No. 11-38-24 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for AWOS Replacement for Construction at the Boca Raton Airport was made by Mr. Nobles and seconded by Mr. Nau. The Motion carried unanimously.**

Mr. Bryan presented the license agreement with NextEra Energy, Inc. dba Florida Power & Light Company to install underground conduits, pull boxes, and cabling on Airport property.

Mr. Folden inquired about an image of the new AWOS verse the older AWOS. Mr. Kohut stated that an image will be provided when a device is selected.

**A MOTION to approve Resolution No. 11-39-24 executing the license agreement with NextEra Energy, Inc. dba Florida Power & Light Company was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Bryan presented the amendment to the Allowance Account included within the Shiff Construction contract for the Administration Building Improvements project for an additional \$15,000.

**A MOTION to approve Resolution No. 11-40-24 amending the amending the Allowance Account for an additional \$15,000, was made by Mr. Nobles and seconded by Mr. Fogel. The Motion carried unanimously.**

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

There were none.

#### **PUBLIC INPUT**

There was no public input.

#### **OTHER BUSINESS**

There was no other business.

#### **MISCELLANEOUS**

It was noted to save-the-date for the Observation Area, Ribbon Cutting Ceremony, on Thursday, January 16, 2025. Rain Option event will be held inside the Administration Building.

The next regular meeting is scheduled for Thursday, December 12, 2024, at 2:00 p.m. The meeting location will be determined.

**ADJOURNMENT**

Meeting adjourned at 5:30 p.m.

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Chair

\_\_\_\_\_  
Date