

BOCA RATON AIRPORT AUTHORITY MEETING MINUTES

Wednesday, June 18, 2025

Boca Raton Airport Authority
903 N.W. 35th Street, Boca Raton FL 33431

The Boca Raton Airport Authority Agenda will be considered by the Chair and Authority Board Members on Wednesday, June 18, 2025 at 5:00 p.m. All requests to be placed on the agenda by the public must be submitted to the Executive Director, in writing, via the Agenda Request Form, at least twenty (20) days before the Authority meeting. Such written requests must be in sufficient detail to identify the subject matter as well as the contact person who will represent the matter before the Authority. The Boca Raton Airport Authority reserves the right to not consider matters over which the Authority has no jurisdiction.

This meeting can be viewed live through YouTube at the following link:
<https://youtube.com/live/0nciuuMWxao?feature=share>

ROLL CALL

ROBERT TUCKER	CHAIR
RANDY NOBLES	VICE-CHAIR
MITCHELL FOGEL	SECRETARY/TREASURER
CHERYL BUDD	BOARD MEMBER
GENE FOLDEN	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
Robert Abbott, Finance and Administration Director
Richard Gurzo, Accounting Coordinator
Robert Pratt, Operations Coordinator
Hannah Naveda, Operations Coordinator
Leonel Romero, Operations Coordinator

Mr. Tucker introduced the Boca Raton Airport Scholarship recipient, Gabriella Rodriguez and the Ken A. Day scholarship recipient, Manuel Karam.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the May 18, 2025 Regular Meeting was made by Mr. Pollack and seconded by Mr. Fogel. The Motion carried unanimously.

AGENDA CHANGES

There were no agenda changes.

ELECTION OF OFFICERS

Ms. Petrick provided an overview of the Bylaws in relation to the Election of Officers.

Mr. Nau nominated Mr. Nobles for Chair. Mr. Folden seconded the nomination. There were no additional nominations. Mr. Nobles was unanimously elected Chair.

Mr. Nobles thanked the Board for their support.

Mr. Fogel nominated Ms. Budd for Vice Chair. Mr. Pollack seconded the nomination. There were no additional nominations. Ms. Budd was unanimously elected Vice Chair.

Mr. Folden nominated Mr. Nau for Secretary/Treasurer. Mr. Pollack seconded the nomination. There were no additional nominations. Mr. Nau was unanimously elected Secretary/Treasurer.

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.

FINANCIAL REPORT

Mr. Fogel thanked the Board for their support during his tenure as Secretary/Treasurer and introduced Mr. Abbott to present the Financial Report for May 2025.

Mr. Abbott presented the Financial Report for May 2025.

Mr. Pollack asked if expenses for the Premier litigation have been finalized.

Ms. Petrick commented that they are still working on getting the materials recorded from the transaction. She noted that the firm is also monitoring litigation that the Authority is not party to, but which implicates that particular lease.

Mr. Fogel asked what would cause legal fees to be placed in the general category as opposed to litigation.

Ms. Bennett noted that in the month of May these fees were for leasing policy updates.

A MOTION to approve the Financial Report for May 2025 was made by Mr. Pollack seconded by Mr. Nau. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

There was no public input.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Romero presented the Operations and Noise Abatement Report for the month of May 2025.

Mr. Nobles asked if we still receive marine clearings.

Ms. Bennett confirmed that we rarely do.

Ms. Bennett presented the 2025 Airport Improvement Program Grant Assurances.

Mr. Abbott presented the Boca Raton Airport Authority Customs Fee Schedule.

Mr. Nau asked if the revenue generated by fees covers our expenses.

Mr. Abbott confirmed that currently are the fees cover all Customs officer overtime and regular expenses.

A MOTION to approve Resolution No. 06-15-25 of the Boca Raton Airport Authority adopting the annual Airport Fee Schedule in accordance with the Accounting Policy and Procedures Manual was made by Mr. Tucker and seconded by Ms. Budd.

Mr. Nobles asked Ms. Bennett to present the proposed Executive Director Stretch Goals.

Ms. Bennett presented her recommendations for Executive Director Stretch Goals.

A discussion ensued regarding the prioritization of the goals presented.

Ms. Budd mentioned creating specific guidelines to benchmark the status of goals. She added that if a particular goal became unattainable due to external factors, the percentage points from that goal should be applied to others.

Ms. Petrick stated that the contract contemplates that stretch goals are set and should be revisited annually to ensure they are still viable.

Ms. Budd requested that the resolution read that the Board approves the opportunity for a 10% stretch goal in the general areas of land assessment and vertiport feasibility.

Ms. Petrick stated that the concepts can be approved and asked for further refinement to elucidate the issue of what signifies progress.

Mr. Nau questioned if a resolution is necessary at this time.

Ms. Petrick added that the resolution will identify projects suitable for the development of stretch goals and provide the liaison the power to bring back the task related specifics that can be used to test eligibility at the end of the year.

Ms. Petrick stated that the resolution provides delegation with guidance in the development of the goals.

Mr. Nobles asked Ms. Petrick for direction on formulating the motion.

Ms. Petrick stated that the motion should provide direction to the delegate to bring back tasks that are consistent with goals one and two according to what has been discussed here today for further consideration by the Board or formal adoption of the stretch goals.

A discussion ensued.

Mr. Nau asked Ms. Petrick to restate the motion.

Ms. Petrick stated that the motion is to provide direction to the delegee and staff to develop measurable tasks consistent with numbers one and two in the project list with the weighted interest, 70% on the first one and 30% on the second one, and to bring back the measurable tasks at the next meeting with the understanding that work that has been done in fruition of those tasks, can be ratified and considered in January as part of the stretch goals.

A MOTION to provide direction to the delegee and staff to develop measurable tasks consistent with numbers one and two in the project list and to bring back the measurable tasks at the next meeting was made by Ms. Budd seconded by Mr. Pollack. The Motion carried unanimously.

AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

Mr. Tucker thanked the Board for allowing him to serve as Chair for the last two years.

PUBLIC COMMENT

There were no public requests.

OTHER BUSINESS

There was no other business.


MISCELLANEOUS

The next meeting is scheduled for July 23, 2025 at 5:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:04 p.m.

Respectfully Submitted,
Clara Bennett
Executive Director



Randy Nobles
Chair



Date