

**Boca Raton Airport Authority
Meeting Minutes
August 20, 2025
Boca Raton Airport Authority Administration Building**

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

BOARD MEMBERS

Randy Nobles	Chair
Cheryl Budd	Vice-Chair
James Nau	Secretary/Treasurer
Robert Tucker	Board Member
Gene Folden	Board Member
Mitchell Fogel	Board Member
Melvin Pollack	Board Member

COUNSEL

Amy Petrick, Esquire – Lewis Longman Walker

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
Robert Pratt, Operations Coordinator
Hannah Naveda, Operations Coordinator
Leonel Romero, Operations Coordinator

Ms. Budd and Mr. Fogel arrived at 5:04pm.

Ms. Bennett presented a plaque to Mr. Tucker, Mr. Nobles, and Mr. Folden on behalf of Airport Management to thank them for serving as officers of the Board during the previous two years.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the June 18, 2025 Board Workshop was made by Mr. Pollack and seconded by Mr. Tucker. The Motion carried unanimously.

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

AGENDA CHANGES

There were no agenda changes.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

- A. Presentation of the Operations and Noise Abatement Report for the Month of June 2025.
- B. Presentation of the Operations and Noise Abatement Report for the Month of July 2025.
- C. Boca Raton Airport Authority Title VI Plan.

Consider Resolution No. 08-16-25 of the Boca Raton Airport Authority approving the Boca Raton Airport Authority's Title VI Plan.

- D. Taxiways P2, P3, and P9 Geometry Enhancements and P9 Rehab Design Federal Aviation Administration (FAA) Grant Application and Acceptance Approval.

Consider a Motion to authorize Airport Management to accept the Federal Aviation Administration (FAA) Grant for Taxiways P2, P3, and P9 Geometry Enhancements and P9 Rehab Design at the Boca Raton Airport.

- E. Request to approve the Public Transportation Grant Agreement for Financial Project No. 457127-1-94-01 with the State of Florida Department of Transportation for Facilities Management Plan Update at the Boca Raton Airport.

Consider Resolution No. 08-17-25 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Facilities Management Plan Update at the Boca Raton Airport.

A MOTION to approve the Consent Agenda was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no federal, state or municipal input.

FINANCIAL REPORT

Mr. Abbott presented the Financial Report for June 2025.

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

Mr. Abbott presented the Financial Report for July 2025.

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

TENANT REPORTS AND REQUESTS

There was no public input.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Naveda presented the Quarterly Safety Management System Report.

Mr. Tucker asked how the Safety Week recap video was being used.

Ms. Naveda explained the video was comprised of several interviews which were posted on the BRAA social media accounts independently.

Mr. Folden asked what the general incident was.

Ms. Naveda explained it was a disruptive individual on Airport Road.

Mr. Folden asked what the FDOT Licensing Inspection consisted of.

Ms. Naveda explained FDOT conducts an annual inspection to ensure that approach slopes, markings, and pavement are in good condition.

Ms. Budd asks what the wildlife incident was.

Ms. Naveda explained that this incident was bird remains discovered on the runway which was assumed to be a bird strike.

Ms. Budd introduced the presentation of the Quarterly Community Engagement Report.

Evan Henderson with Garth Solutions presented the Quarterly Community Engagement Report.

Mr. Tucker stated that he is excited to see how the Observation Area is being used. He also asks if the Airport is participating in the City of Boca Raton's Centennial Time Capsule.

Ms. Bennett responded that we are submitting the 75th Anniversary coffee table book, and it is being passed around for Board Members to sign.

Mr. Nau introduced the Audit Services Contract Award.

Mr. Abbott presented the Audit Services Contract Award.

A MOTION to approve the Audit Services Contract Award was made by Mr. Pollack seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Gurzo presented the request to add Mr. Tucker as an additional Authorized Board Check Signer.

A MOTION to authorize Mr. Robert Tucker as the additional signer of checks was made by Ms. Budd seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Kohut presented the IT Service Contract Award.

A MOTION to award the IT Service Contract Award to Rolle IT, LLC. was made by Mr. Tucker seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Bryan presented the Portable Generator Connections Contract Award.

Mr. Folden asked where the generator will be located and what fuel it will use.

Mr. Bryan responded that it is a tow behind generator which will be stored at the Administration Building and that it runs on diesel fuel.

A MOTION to award the Portable Generator Connections Contract Award to All Florida Contracting Services was made by Mr. Folden seconded by Mr. Nau. The Motion carried unanimously.

Ms. Bennett introduced the BRAA Personal Policies and Procedures Manual Update.

Ms. Petrick presented the BRAA Personal Policies and Procedures Manual Update.

Ms. Budd asked what the current threshold is for exempt versus nonexempt employees.

Ms. Petrick stated that the exempt salary threshold is currently about \$684 per week, following a rollback of a federal ruling that was briefly in effect but later invalidated.

Ms. Budd asked if the wellness program takes into consideration health and activity

levels.

Ms. Bennett responded that while the previous insurance provider provided a robust wellness incentive, the current insurance provider does not. Due to potential conflicts with HIPPA laws, it was decided to provide employees with a dollar amount which can be used towards wellness-related expenses.

A MOTION to approve Resolution No. 08-21-25 authorizing an amendment to the BRAA Personnel Policies and Procedures Manual was made by Mr. Fogel seconded by Mr. Folden. The Motion carried unanimously.

Mr. Nau introduced the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for Fiscal Year 2026.

Mr. Abbott presented the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for Fiscal Year 2026.

A MOTION to approve Resolution No. 08-22-25 of the Boca Raton Airport Authority adopting the Annual Operating and Capital Budgets for Fiscal Year 2026 was made by Ms. Budd seconded by Mr. Fogel. The Motion carried unanimously.

Mr. Nobles presented the 2025 Executive Director Stretch Goals.

A MOTION to approve Resolution No. 08-23-25 of the Boca Raton Airport Authority adopting the Executive Director Stretch Goals was made by Mr. Pollack seconded by Mr. Fogel. The Motion carried unanimously.

AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

Mr. Nobles presented the Board Member assignments to various projects.

Mr. Folden asked if we have received any feedback on the reduced hours at the Customs facility.

Ms. Bennett responded that staff have reported little user feedback so far on the Customs cutbacks, noting impacts may surface in peak season; the Authority is appealing the decision to reduce hours and monitoring revenue effects since overtime clearings on Tuesdays and Wednesdays have been eliminated.

Mr. Folden commented that there is a new City Manager.

Ms. Bennett stated that she had a chance to meet with him and is excited to see the value he can bring to the Airport based on his prior experience as a naval aviator.

Mr. Nobles congratulated Ms. Bennett on her nomination for Junior League Women

Volunteer of the Year by Habitat for Humanity.

Mr. Nobles recognized Mr. Fogel for his upcoming participation in the Ballroom Battle benefiting the George Snow Scholarship Fund.

Ms. Bennett recognized Mr. Gurzo for receiving his US Citizenship.

PUBLIC COMMENT

There were no public requests.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next meeting is scheduled for September 17, 2025 at 5:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:15pm.

Chris Buda Lee V 17, 2025
Vice - Chair Date