Boca Raton Airport Authority
Meeting Minutes
September 17, 2025
Boca Raton Airport Authority Administration Building

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

BOARD MEMBERS

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

Civil Air Patrol presented colors. Ms. Budd led the Pledge of Allegiance.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the August 20, 2025 Regular Board Meeting was made by Mr. Pollack and seconded by Mr. Tucker. 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.

FINANCIAL REPORT

Mr. Nau introduced the Financial Report for August 2025.

Mr. Abbott presented the Financial Report for August 2025.

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

TENANT REPORTS AND REQUESTS

Ms. Naveda presented the Civil Air Patrol Request.

First Lieutenant Karima Holmes, Civil Air Patrol Squadron Commander, thanked the Board for their continued support and presented Ms. Bennett with a plaque.

A MOTION to approve the Civil Air Patrol Request was made by Mr. Pollack seconded by Mr. Folden. The Motion carried unanimously.

Ms. Bennett presented a check for $35,300 to First Lieutenant Holmes.

Ms. Budd thanked the Civil Air Patrol for their community outreach efforts and continued partnership with the Airport Authority.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Ms. Naveda presented the Operations and Noise Abatement Report for August 2025.

Mr. Folden asked why there were only three noise complaints in August. Ms. Naveda responded by stating that the seasonal thunderstorms had reduced touch and go activity. Ms. Bennett added that the Airport anticipates an increase in noise concerns during the cooler months, particularly during periods of increased holiday traffic and TFR’s.

Mr. Abbott presented the Boca Raton Airport Scholarship Fund Annual Contribution and introduced Tim Snow, President of the George Snow Scholarship Fund.

Mr. Snow thanked the Board for their contribution and provided an update on the Boca

Raton Airport Scholarship Fund recipients.

A MOTION to approve the Boca Raton Airport Scholarship Fund Annual Contribution was made by Mr. Nau seconded by Mr. Folden. The Motion carried unanimously.

Ms. Bennett presented a check for $25,000 to Mr. Snow.

Ms. Naveda presented the Sustainability Management Plan.

Mr. Folden recommended the reduction of items included in the printed copies of the Board packets. Ms. Bennett commented that the 2026 budget includes iPads which will serve to accomplish an initiative for Board packets to be distributed digitally with the option for Board members to opt in to receive a hard copy packet.

Ms. Budd stated that the marketing initiatives should amplify the Sustainability Management Plan.

Mr. Nau recommended annual reporting on the Sustainability Management Plan.

Mr. Gurzo presented the Public Transportation Grant Agreement for Financial Project No. 457130-1-94-01 with the State of Florida Department of Transportation for Strategic Business Plan Update at the Boca Raton Airport.

A MOTION to approve the Public Transportation Grant Agreement for Financial Project No. 457130-1-94-01 with the State of Florida Department of Transportation for Strategic Business Plan Update at the Boca Raton Airport was made by Mr. Pollack seconded by Mr. Nau. The Motion carried unanimously.

Mr. Abbott presented the Accounting Policy and Procedure Manual Revisions.

Ms. Budd asked how updates to the manual were conducted. Mr. Abbott responded by stating that title changes drove the updates and industry best practices are used to guide any changes.

Mr. Nau recommended that Page 124 of the PDF is amended to state that, in the case the BRAA falls under minimum reserves, the Executive Director will propose a plan to return the reserves to the desired amount as soon as practical. Mr. Abbott confirmed that the wording “as soon as practical” is listed under Section C, Replenishment of Reserves, but states they will add this language to Section 9 as well.

Ms. Budd recommended a vote on the motion as amended.

A MOTION to approve the Accounting Policy and Procedure Manual Revisions as amended was made by Mr. Nau seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Bryan presented the Emergency Procurement for the Runway 5 Engineered Material Arresting System (EMAS) Blocks Replacement.

Mr. Folden asked where the replacement blocks are manufactured and how they will be delivered. Mr. Bryan stated that the Airport Management is in communication with Runway Safe regarding a manufacturing timeline. The current estimated lead time is several months. He further detailed that once completed, the blocks will be delivered in shipping containers and stored onsite. Mr. Kohut added that the manufacturing facility is in New Jersey.

Ms. Budd asked how often EMAS systems are used. Ms. Bennett stated that there are a total of 122 runway ends equipped with EMAS, only 25 have ever been deployed.

Mr. Nau inquired about the timeline of the replacement blocks installation. Ms. Bennett stated once the manufacturing timeline has been established, there will be a separate procurement presented to the Board for installation.

A MOTION to approve the Emergency Procurement for the Runway 5 Engineered Material Arresting System (EMAS) Blocks Replacement was made by Mr. Pollack seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Bryan presented a recommendation to amend the Fiscal Year 2026 Operating Budget to accommodate the costs associated with EMAS repairs.

A MOTION to approve Resolution No. 09-30-25 of the Boca Raton Airport Authority approving an Amendment to the Fiscal Year 2026 Operating Budget was made by Mr. Pollack seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Bryan presented the License Agreement with L3 Harris Technologies, Inc.

Mr. Pollack asked if L3 Harris will still pay their lease once they are moved to the Air Traffic Control Tower. Mr. Bryan stated that they will not, so long as L3 Harris agrees to fund the demolition and relocation of the current site.

Mr. Folden inquired about the infrastructure planned for the new ADS-B antenna. Mr. Bryan stated that the antenna may be affixed to the AWOS tower at the Air Traffic Control Tower once that system is relocated, or it may have it’s own tower erected on the roof of the Air Traffic Control Tower.

Mr. Folden asked if a wind study would be conducted. Mr. Bryan stated that a wind study is currently underway. He mentioned that an interference study has been completed, and the system will have no impact to air traffic control radio communication frequencies.

A MOTION to approve Resolution No. 09-27-25 of the Boca Raton Airport Authority approving an Access License Agreement with L3 Harris Technologies, Inc. was made by Mr. Pollack seconded by Mr. Nau. The Motion carried unanimously.

Mr. Bryan presented Portable Generator Connections Project – Change Order No. 1.

A MOTION to approve Resolution No. 09-28-25 of the Boca Raton Airport Authority approving change order No. 1 to the agreement with All Florida Contracting Inc. for additional electrical work was made by Mr. Pollack seconded by Mr. Folden. The Motion carried unanimously.

Mr. Kohut presented the Sign Standards Update.

A MOTION to approve Resolution No. 09-29-25 of the Boca Raton Airport Authority amending the Boca Raton Airport Sign Standards. was made by Mr. Pollack seconded by Mr. Tucker. The Motion carried unanimously.

AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

There were no Authority Board Member requests or reports.

PUBLIC COMMENT

There were no public requests.

OTHER BUSINESS

There was no other business.

MISCELLANEOUS

The next meeting is scheduled for October 22, 2025 at 5:00 p.m.

ADJOURNMENT

The meeting adjourned at 5:56pm.

Chair Date 10/22/2025