

**Boca Raton Airport Authority
Meeting Minutes
January 21, 2026
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 – TELEPHONICALLY
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 Manager
Robert Pratt, Operations and Program Manager
Hannah Naveda, Operations and Program Manager
Leonel Romero, Operations Coordinator

APPROVAL OF MINUTES

A MOTION to approve the minutes of the December 17, 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 December 2025.

Mr. Abbott presented the Financial Report for December 2025.

Mr. Nau requested that the basic variations on the cover memo be reviewed in more detail.

Mr. Abbott stated that project expenses are down 93.5% due to project and billing timing, marketing special events are up 59% from early-year events and donations, and customs facility expenses are down 10.8% as they continue to normalize.

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

TENANT REPORTS AND REQUESTS

Mr. Bryan presented the Signature Aviation Signage Update and introduced Mr. Robert Murphy, General Manager at Signature Aviation to answer any questions.

Mr. Folden requested confirmation that all of the proposed signage apart from one will be lighted.

Mr. Murphy confirmed that was correct.

Mr. Folden asked what landscaping will be installed around the monument sign along Airport Road.

Mr. Murphy responded that the plant species choice will be determined by their contracted landscape company.

Mr. Folden asked when the signage will be installed.

Mr. Murphy stated that installation will be in late Spring 2026.

A MOTION to approve Resolution No. 01-01-26 of the Boca Raton Airport Authority allowing for the relocation of hangar signage at the Boca Raton Airport was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Romero presented the Operations and Noise Abatement Report for the Month of December 2025.

Mr. Pratt presented the 2025 Annual Operations and Noise Abatement Report.

Mr. Folden asked if there has ever been any vandalism to the noise monitoring terminals throughout the community. Mr. Pratt responded that there have not been any cases of vandalism and they are monitored regularly.

Mr. Nobles asked if there was a recent update to the hardware. Mr. Pratt responded that the noise monitors were changed out when we changed over from L3Harris to Envirosuite.

Ms. Naveda presented the Safety Management Systems Program Update.

Mr. Folden asked for elaboration on the incidents mentioned in the report. Ms. Naveda described the general incidents, vandalism, trespassing, vehicle accident, and fuel spill listed within the report.

Mr. Bryan introduced the Public Transportation Grant Agreement for Financial Project No. 454814-1-94-01 with the State of Florida Department of Transportation for Taxiways P2, P3, & P9 Geometry Enhancements and P9 Rehab Construction at the Boca Raton Airport.

Mr. Bryan corrected a typo that was in the Memo provided to the board, adding that the Airport's total portion for this project would be approximately \$78,000 with the FAA providing the remaining funds.

A MOTION to approve Resolution No. 01-02-26 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for Taxiways P2, P3, & P9 Geometry Enhancements and P9 Rehab Construction at the Boca Raton Airport was made by Mr. Folden and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Kohut presented the Disadvantaged Business Enterprise (DBE) Consulting Contract Extension.

Mr. Kohut introduced Ms. Lisa Howard, Senior Program Coordinator, Aviation Compliance with C&S Companies to answer any questions.

Mr. Folden asked how socially disadvantaged individuals are identified. Ms. Howard responded that individuals must provide evidence that they are economically disadvantaged.

A MOTION to Resolution No. 01-03-26 of the Boca Raton Airport Authority approving the final one-year contract extension with C & S Engineers for DBE Consulting was made by Mr. Tucker and seconded by Ms. Budd. The Motion carried unanimously.

Mr. Nobles introduced the Executive Director Salary Adjustment and Annual Performance Evaluation.

Mr. Nobles reviewed the structure of the evaluation, which included a merit increase, a performance incentive, and newly added incentive for stretch goals.

Mr. Nau asked what Ms. Bennett's overall evaluation score was. Mr. Nobles clarified that the overall evaluation score averaged 94 out of 100.

Mr. Nau recommended a 5% merit increase as budgeted.

A MOTION to approve the Executive Director's merit increase of 5% was made by Mr. Nau and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Nobles introduced Ms. Bennett's eligibility for a 20% performance incentive. Mr. Nobles stated that she scored a 94 out of 100 and her competency rating was 4.8 out of 5.

Mr. Tucker proposed the full 20% to be given to Ms. Bennett.

Ms. Budd requested clarification that the 20% is on the new salary approved during this meeting. Mr. Nobles affirmed this statement adding that it is 20% of her newly approved salary.

Ms. Budd asked if Ms. Bennett's salary is nearing the cap of the salary range, requiring another salary study. Ms. Bennett stated that the salary range was reviewed in 2024 and there is room for growth. Ms. Budd stated that this should be a point of consideration in next year's review.

A MOTION to approve the Executive Director's performance incentive of 20% was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Nobles introduced Ms. Bennett's eligibility for a 10% bonus for her stretch goal achievements. He stated that she received a 9.6 out of 10 for the stretch goal benchmarks identified and recommends the full 10%.

Ms. Budd clarified that the incentive was given in the success of phase one of the Executive Director Stretch Goals and asked if benchmarks have been identified for phase two. Ms. Bennett stated that those benchmarks were adopted during the summer, and the goal is to complete the land use optimization study in December 2026 and the Vertiports

Feasibility Study in 2027. Ms. Budd requested a quarterly goals status report for Executive Director Stretch Goals.

Mr. Folden asked what the 10% would be calculated from. Mr. Nobles responded that the 10% is calculated from Ms. Bennett's newly approved salary.

A MOTION to approve the Executive Director's stretch goal incentive of 10% was made by Ms. Budd and seconded by Mr. Tucker. The Motion carried unanimously.

Mr. Nobles congratulated Ms. Bennett and recognized the work she continues to do. Ms. Bennett thanked the Board for their leadership and guidance.

AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

Mr. Folden inquired about a Boca Magazine article which specifically mentioned the City of Boca Raton budgeting \$650,000 for fire rescue vehicle used specifically for incidents at the Airport response. He questioned where the fire truck would be stationed and who would staff it. Ms. Bennett stated that it would be staffed by the Boca Raton Fire personnel and would be stationed at Station 5 on Glades Road. Mr. Nobles asked if the truck would be solely used for Airport response. Mr. Kohut stated that since the Airport does not support air carrier service, the City will not have to meet AARF requirements so the truck can also be used for response throughout their jurisdiction.

PUBLIC COMMENT

There were no public requests.

OTHER BUSINESS

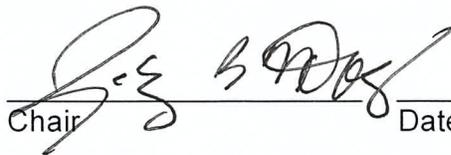
There was no other business.

MISCELLANEOUS

The next meeting is scheduled for February 18, 2026 at 5:00 p.m.

ADJOURNMENT

The meeting adjourned at 5:47 p.m.

  2/18/2026
Chair _____ Date