

**Boca Raton Airport Authority
Meeting Minutes
August 19, 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 – Lewis Longman Walker

STAFF

Clara Bennett, Executive Director
Scott Kohut, Deputy 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 June 17, 2026 Regular Board Meeting was made by Mr. Pollack and seconded by Mr. Tucker. The Motion carried unanimously.

A MOTION to approve the minutes of the August 4, 2026 Special 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 the months June and July 2026. Mr. Gurzo presented the Financial Report for June 2026.

A MOTION to approve the Financial Report for June 2026 was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Gurzo presented the Financial Report for July 2026.

A MOTION to approve the Financial Report for July 2026 was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

Mr. Kohut introduced the City Furniture Inc. sign request, noting that Mr. Ryan Cronin, President of City Furniture, was present to answer any questions.

Ms. Budd requested that Mr. Cronin explain the marketing strategy included with the rebrand. Mr. Cronin discussed the marketing strategy and other changes coming to the City Home brand.

Mr. Tucker inquired whether the Ashley brand would remain at the Boca Raton location. Mr. Cronin stated that Ashley would be relocated and that the Boca Raton store would be converted entirely to the City Home brand.

Ms. Budd inquired about the recent exterior paint color changes at the City Home building. Mr. Cronin explained that the previous color scheme reflected Ashley Furniture branding and that the building was repainted as part of the company's transition away from the Ashley brand.

A MOTION to approve Resolution No. 08-20-26 of the Boca Raton Airport Authority approving the updated branding and graphics of the exterior signage located at 3350 Airport Road, Boca Raton, FL. 33431 was made by Mr. Nau and seconded by Mr. Pollack. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Romero presented the Operations and Noise Abatement Report for the Months of June and July 2026.

Ms. Budd recommended adding a trending infographic on Observation Area visitors to the Operations and Noise Abatement Report.

Mr. Kohut presented the Public Transportation Grant Agreement for Financial Project No. 453370-1-94-01 with the State of Florida Department of Transportation for the Security Fence and Gate Replacement - Design at the Boca Raton Airport.

A MOTION to approve Resolution No. 08-21-26 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for the Security Fence and Gate Replacement - Design at the Boca Raton Airport was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.

Mr. Kohut presented the Public Transportation Grant Agreement for Financial Project No. 455007-1-94-01 with the State of Florida Department of Transportation for the Runway 5 Holding Bay Rehabilitation – Construction at the Boca Raton Airport.

A MOTION to approve Resolution No. 08-22-26 of the Boca Raton Airport Authority accepting the Public Transportation Grant Agreement with the State of Florida Department of Transportation for the Security Fence and Gate Replacement - Design at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Nau. The Motion carried unanimously.

Mr. Abbott presented the contract award for Enterprise Resource Planning (ERP) Accounting Software and Implementation Services.

Mr. Nau asked what the benefits are in implementing the new accounting software. Mr. Abbott stated that the Aclarian software offers more comprehensive tools and automation than the current software. Mr. Nau noted that AI was mentioned frequently within the contract and asked what benefit it could bring to the Authority. Mr. Abbott discussed the possible benefits associated with AI.

Ms. Budd asked if the software was considered state of the art. Mr. Abbott agreed, stating that he was impressed with their software.

A MOTION to approve Resolution No. 08-23-26 of the Boca Raton Airport Authority awarding the contract for Enterprise Resource Planning (ERP) Accounting Software and Implementation Services to Aclarian, LLC. was made by Mr. Nobles and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Kohut presented the Boca Raton Airport Authority Fee Schedule Amendment.

Mr. Tucker asked why Stuart Airport charges aircraft for international waste handling when we do not. Mr. Kohut stated that Airport staff incinerate waste on site as part of their routine operations and the charge to maintain the onsite incinerator is included in the clearing fees.

Mr. Pollack asked about how the Airport handles larger aircraft with a significant amount of international waste. Ms. Bennett responded that the Airport does need additional incineration capacity and currently absorbs those operational costs rather than charging a separate fee. Ms. Bennett further stated that staff have experienced ongoing maintenance challenges with the existing MediBurn unit and are evaluating the program, including budgeting for increased hauling services while assessing future options.

Ms. Budd asked why from a strategic perspective, the Airport does not charge a fee for international waste disposal. Ms. Bennett responded that unlike comparable airports, the Airport does not have dedicated staff assigned to meet arriving aircraft and collect waste and charge the fee. Mr. Kohut added that other airports structure their fees differently and often maintain higher staffing levels to support waste handling and fee collection.

Mr. Folden asked how often regulated garbage is incinerated. Mr. Kohut stated that we have 96 hours to destroy the garbage.

A MOTION to approve Resolution No. 08-24-26 of the Boca Raton Airport Authority amending the Boca Raton Airport Authority's 2026/2027 Fee Schedule was made by Mr. Pollack and seconded by Mr. Folden. The Motion carried unanimously.

Mr. Nau introduced the proposed Annual Operating and Capital Budgets for Fiscal Year 2027 and noted that the Board packet includes the 2026 Objectives Status Report, which serves as a basis for evaluating the Executive Director's performance, as well as the 2027 objectives for future Board review. Mr. Abbott presented the Boca Raton Airport Authority's proposed Annual Operating and Capital Budgets for Fiscal Year 2027.

Ms. Budd noted a decrease in legal services and an increase in lobbying and consultant costs due to upcoming projects. She asked whether the Board would approve any lobbying before we engage in future lobbying services. Ms. Bennett responded that Board approval would be required for a separate lobbying services engagement, similar to the Authority's previous legislative efforts.

Mr. Nau mentioned his desire to increase scholarship contributions from \$25,000 to meet the current costs of education. Ms. Bennett stated that she is working with Tim Snow of the George Snow Scholarship Fund to gather data to support an increase in scholarship contributions.

A MOTION to approve Resolution No. 08-25-26 of the Boca Raton Airport Authority adopting the Annual Operating and Capital Budgets for Fiscal Year 2027 (October 1, 2026 through September 30, 2027) was made by Mr. Pollack and seconded by Ms. Budd. The Motion carried unanimously.

AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

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

Ms. Budd asked whether the Airport is taking a comprehensive approach to evaluating and updating its software and technology systems beyond the planned accounting software upgrade. Ms. Bennett responded that staff regularly evaluate technology needs and are exploring additional opportunities.

PUBLIC COMMENT

There were no public requests.

OTHER BUSINESS

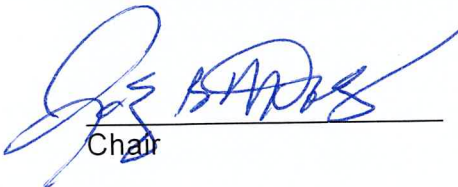
Mr. Nobles recognized Hannah Naveda for receiving her MBA from Lynn University and also noted that Palm Beach State College presented the Authority with the prestigious Panther Award for our collaboration and partnership. He also recognized Ms. Bennett for receiving the Florida Airports Council 2026 Aviation Leadership Award in July.

MISCELLANEOUS

The next meeting is scheduled for September 23, 2026 at 5:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:03 p.m.


Chair

09/23/2026
Date