**Boca Raton Airport Authority**
**Meeting Minutes**
**October 21, 2026**
**Boca Raton Airport Authority Administration Building**

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

## BOARD MEMBERS

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| Randy Nobles | Chair - ABSENT |
| 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 – 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

Civil Air Patrol made a presentation of colors.

## APPROVAL OF MINUTES

**A MOTION to approve the minutes of the September 23, 2026 Regular Board Meeting was made by Mr. Fogel and seconded by Mr. Pollack. 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 month of September 2026. Mr. Abbott presented the Financial Report for September 2026.

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

Mr. Nau introduced the Florida PRIME enrollment request. Mr. Gurzo presented the Florida PRIME enrollment request.

Mr. Folden asked who managed the Florida PRIME program. Mr. Gurzo stated that this program was overseen by the State of Florida. Mr. Folden inquired about the program's rate of return. Mr. Gurzo stated that their website states 4%, however, this rate may change.

**A MOTION to approve Resolution No. 09-30-26 of the Boca Raton Airport Authority requesting enrollment into Florida PRIME was made by Mr. Fogel and seconded by Mr. Folden. The Motion carried unanimously.**

Mr. Nau introduced the Accounting Policy and Procedure Manual Revisions. Mr. Gurzo presented the Accounting Policy and Procedure Manual Revisions.

Mr. Folden inquired about the percentage of vendors paid by check versus electronic transfer. Mr. Gurzo explained that approximately 90% of vendors are currently paid by check; however, the Airport is transitioning to primarily paying vendors by electronic transfers. Mr. Folden asked how Board signatures would be managed for electronic transfers. Mr. Gurzo explained that electronic transfers may not exceed $35,000 and require approval from two parties, the Executive Director and Deputy Director, or in their absence a designee.

**A MOTION to approve Resolution No. 10-31-26 of the Boca Raton Airport Authority amending the Accounting Policy and Procedure Manual was made by Mr. Pollack and seconded by Mr. Fogel. The Motion carried unanimously.**

## TENANT REPORTS AND REQUESTS

Ms. Naveda introduced the Civil Air Patrol Request. First Lt. Karima Holmes, Squadron Commander of the Civil Air Patrol Boca Raton Composite Squadron presented an update on the squadron activities.

**A MOTION to approve a donation to the Civil Air Patrol Boca Raton Composite Squadron in the amount of $35,800 was made by Mr. Pollack and seconded by Mr. Fogel. The Motion carried unanimously.**

## EXECUTIVE DIRECTOR AND STAFF REPORTS

Mr. Nau, led a discussion on the Boca Raton Airport Scholarship Fund Annual Contribution, recommending that it be increased to account for the increase in tuition fees and to support additional students. Mr. Nau introduced Mr. Jay Brandt, Vice President of Development at the George Snow Scholarship Fund, who presented an overview of the Boca Raton Airport Scholarship recipients and shared options for future scholarship contribution options.

Mr. Nau proposed contributing $65,000 to the Boca Raton Airport Scholarship Fund. A discussion ensued.

**A MOTION to approve the contribution to the George Snow Scholarship Fund in the amount of $65,000 and to amend the fiscal year 2027 Operating Budget to accommodate this change and authorize the Executive Director to amend the letter of agreement with the George Snow Scholarship Fund to reflect the new amount was made by Mr. Nau and seconded by Mr. Fogel. The Motion carried unanimously.**

Mr. Romero presented the Operations and Noise Abatement Report for the Month of September 2026.

Mr. Kohut presented the Joint Participation Agreement with the Florida Department of Transportation.

**A MOTION to approve Resolution No. 10-32-26 of the Boca Raton Airport Authority approving a Joint Participation Agreement (JPA with the State of Florida Department of Transportation (FDOT) for participation in the Federal Aviation Authority's (FAA) Electric Vertical Takeoff and Landing Integration Pilot Program (eIPP) was made by Mr. Tucker and seconded by Mr. Pollack. The Motion carried unanimously.**

Mr. Romero presented the Facilities Management Plan.

Ms. Budd asked how Airport Management will track the various aspects of the plan. Mr. Romero stated that staff is exploring options to implement the Simplify i3 software to fulfill this project tracking need.

Mr. Nau asked how the projected $41 million in expenses will be funded. Ms. Bennett stated that federal and state grants will remain a primary funding source, while some costs will be funded by the Airport Authority. Mr. Kohut added that not all costs are the responsibility of the Airport Authority, as some facilities are tenant managed.

Ms. Budd asked about contingency plans if grant funding becomes unavailable. Ms. Bennett stated that Airport Management regularly prepares financial forecasts which include project funding contingencies, adding that this financial planning process will be updated with the results of the Facilities Management Plan. Ms. Budd recommended that a worst-case funding scenario be presented at a future Board meeting.

Mr. Kohut presented the Customs and Border Protection Facility Update.

Ms. Naveda announced the Observation Area Lecture Series.

## AUTHORITY BOARD MEMBER REQUESTS AND REPORTS

Mr. Nau asked Airport Management to explore opportunities for CAP hangar enhancements.

Mr. Folden inquired about recent governance changes to the Naples Airport Authority resulting from House Bill 4005 and whether similar changes could occur at the Boca Raton Airport. Mr. Kohut explained that the Naples Airport Authority is a dependent airport authority, whereas the Boca Raton Airport Authority is an independent special district. He noted that the Naples Airport Authority leases airport property from the City of Naples, while the Airport Authority operates under a different governance structure. Ms. Bennett added that the legislation was driven by local issues specific to Naples, with no indication that similar changes are being considered for the Airport Authority.

## PUBLIC COMMENT

There were no public requests.

## OTHER BUSINESS

There was no other business.

## MISCELLANEOUS

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

## ADJOURNMENT

The meeting adjourned at 6:28 p.m.

Chair

11/18/2026
Date