

AVIATION & AIRPORTS ADVISORY BOARD
MINUTES
Dec. 10, 2025

Board Members in attendance: Bruce Pelly, Chair
Sophie M. Gaeta, Vice Chair
Douglas Sanders
Humberto Rivera
Jerry Harrison
Ronald Ash
Glenn P. Jergensen

Representing Department
of Airports:

Laura Beebe, Director of Airports
Gary M. Sypek, Senior Deputy Director
Shawna Larose, Deputy Director of Real Estate & Concessions
Lauren Scott, Deputy Director of Planning & Development
T.K. Stewart, Deputy Director of Operations & Maintenance
Nicole Hughes, Director of Marketing & Communications
Andrew Gamboa, Manager of Air Service Development

I. Call To Order

Chairman Bruce Pelly called the meeting to order at 1:30 p.m. A quorum was present. The board members introduced themselves, including newly appointed members.

II. Approval of Minutes

The Chair called for a motion to approve the minutes from the June 11, 2025 meeting. The motion was seconded and approved unanimously.

III. Recognition

The Board recognized Glenn P. Jergensen for his service.

IV. Code of Ethics Training Requirements

Palm Beach County Assistant County Attorney Masimba M. Mutamba presented an overview of the Sunshine Law. He discussed the origins of the law and its constitutional foundation in supporting open government. He reviewed the requirements of Sunshine Law, including that meetings must be open to the public, reasonable notice must be provided and minutes must be taken and promptly recorded. He also outlined when the law applies, specifically to meetings of two or more board members, and detailed situations in which discussions are considered foreseeable board matters. He concluded with an explanation of the “two or more member” rule.

Palm Beach County Commission on Ethics (COE) General Counsel Rhonda Giger then presented on the Code of Ethics. She reviewed training requirements, COE staff objectives and the purpose of the Code of Ethics, which includes promoting honest conduct, protecting confidential information, increasing public trust and preventing conflicts between public and private interests. She discussed examples of misuse of office, the definitions of financial and special financial benefit, disclosure requirements for voting conflicts, the Gift Law and its exceptions, including regifting, and COE enforcement processes.

V. Construction Project Updates – Lauren Scott

Deputy Director Lauren Scott presented the Construction update. She reported that the Central Airfield Improvements project is nearing completion. She reviewed the status of the Concourse B Expansion, noting that Phase 1 is substantially complete, Phase 2 remains ongoing and will continue for several years and Phase 3 has made significant progress, with Gate B7 expected to return to service by the end of the year. Director Beebe added that Allegiant Air, Bahamasair and Avelo Airlines are currently operating out of Concourse A.

Additional updates included progress on the Parking Revenue Control Building, which is anticipated to be fully constructed by April 2027, as well as ongoing work on Taxiway M Rehabilitation and

Culvert and the Turnage Rehabilitation project. Current projects include repairs to the short- and long-term garages, AWOS replacement at F45 and LNA, and general aviation pavement rehabilitation. Recently completed projects include the 4th Level Roof Replacement and Concourse B Phase 1. Future projects include the Concourse C roof replacement, Terminal Connector Phase 1, the new ARFF facility scheduled to go before the Board of County Commissioners in March, and the Airport Master Plan Update. She also reviewed general aviation airport projects, including the LNA Southside Redevelopment Phases 3 and 4, PHK fuel farm replacement, F45 hangars and the LNA Master Plan Update.

VI. Airport Update – Laura Beebe

Airports Director Beebe provided traffic report updates. General aviation numbers remain down due to ongoing Temporary Flight Restrictions (TFRs). PBI served 8.62 million passengers in the 12-month period ending October 2025.

VII. Air Service Update – Andrew Gamboa

Manager of Air Service Development Andrew Gamboa presented the Air Service Update. He reported continued year-over-year growth, noting that Palm Beach County welcomed 10.6 million tourists compared to 9.6 million the previous year. He reviewed air service trends, including six new destinations: Nashville, TN (BNA); Wilmington, NC (ILM); Orlando, FL (MCO); Norfolk, VA (ORF); Richmond, VA (RIC); Charlotte-Concord, NC (USA), along with a 3.5% increase in scheduled flights and a 4.4% increase in available seats. He also announced that American Airlines will add new service to Louisville, Kentucky (SDF).

VIII. Marketing Update – Nicole Hughes

Director Hughes reported on recent efforts, including campaigns promoting new and returning routes, ongoing radio endorsements, recognition of federal partners during the government shutdown and the Concourse B Topping Out milestone. She also noted a significant increase in media inquiries. During Fiscal Year 2025, the division received 82 media inquiries, compared to 65 received since Oct.1, 2025.

IX. Real Estate & Concessions Update – Shawna Larose

Deputy Director Larose gave an update on real estate and concessions, including Phase 1 of the concession transition in Concourse B. She reported that the temporary bar relocation is in progress and that the bump-out is scheduled to open on Friday, Dec. 12. She also gave an overview on the concessions that will open in the concourses.

X. Operations & Maintenance Update – T.K. Stewart

Deputy Director Stewart provided the Operations and Maintenance update. He reported ongoing VIP and POTUS support activities, extensive coordination related to construction projects, preparations for the annual FDOT inspections and planning for the Thanksgiving holiday period. He noted increased air carrier activity in Concourse A and provided an update on the setup of new operations vehicles, including radio installations and decal work. He also reported that maintenance teams continue to support ongoing terminal, airfield and landside projects.

XI. Matters by the Public

There were no public comments.

XII. Board Member Comments

There were no comments from board members.

XIII. Adjourn

Director Beebe noted options for future meeting dates. The meeting adjourned.