



**AVIATION ADVISORY BOARD MEETING MINUTES
FORT LAUDERDALE EXECUTIVE AIRPORT
RED TAILS CONFERENCE ROOM
6000 NW 21 AVENUE, FORT LAUDERDALE, FLORIDA
THURSDAY, SEPTEMBER 25, 2025 – 1:30 P.M.**

Board Members	Attendance	Cumulative Attendance	
		7/2025 - 6/2026	
		Present	Absent
William Gilbert, Chair	P	2	0
David Cooper, Vice Chair	A	1	1
David Ash	P	1	1
Louis Gavin	P	1	1
Kelly Gordon	P	1	1
Dr. Jeff Johnson	A	1	1
Robert Laughlin	P	2	0
Kevin Macelhaney	P	2	0
Mark Volchek	P	1	1
John Vratsinas	A	1	1
Non-Voting			
Commissioner Marlon Bolton, City of Tamarac (Via Zoom)	P	2	0
Narciso Cherson, City of Oakland Park	P	2	0

Airport/City Staff

Rufus A. James, Airport Director
 Carlton M. Harrison, Assistant Airport Director
 Chelsea Jones Finley, Division Manager
 Khant Myat, Airport Engineer
 Miguel Laca, Financial Administrator
 Patrick Donnelly, Advanced Specialist II
 Linda Blanco, Senior Administrative Assistant
 Katharine Lee, Airport Projects Support

Others

Karen Cruitt, Prototype, Inc.
 Steve Martin, AOPA
 Debbie Puia, Lofts of Palm Aire
 Alex Rivera, Executive Jet Center
 Tom O'Donnell, Kimley-Horn and Associates
 Raheel Dossan, HDR
 Jim Halley, HDR
 Theresa Jablonski, HDR
 Nick Leone, Atkins Realis
 Cody Parham, Garver
 Gerald O'Connell, Atlantic Aviation
 Tom Rowe, Atlantic Aviation
 Nick Edwards, FXE
 Lars Struck, FXE Jet Center

Stephanie Lopez, AVCON
Thomas Bruns, AVCON
Don Campion, Banyan Air
Sabrin Taylor, Signature Aviation
Marshall Myles, FXE Jet Center

CALL TO ORDER

Chair Gilbert called the meeting to order at 1:35 p.m.

ROLL CALL

Roll was called, and a quorum was determined to be present.

Motion made by Mr. Volchek, seconded by Mr. Gordon, to allow Commissioner Bolton to participate in the meeting remotely via Zoom. In a voice vote, the **Motion** passed unanimously. (7-0)

APPROVAL OF MINUTES

- **August 28, 2025**

Motion made by Mr. Gavin, seconded by Mr. Gordon, to approve the minutes of the August 28, 2025, meeting as presented. In a voice vote, the **Motion** passed unanimously. (7-0)

Motion made by Mr. Gordon, seconded by Mr. Volchek, to approve the addition of a walk-on item to the agenda. In a voice vote, the **Motion** passed unanimously. (7-0)

VOTING ITEMS

1. FXE Runway 13-31 Pavement Sealing Contract Award

Mr. Khant Myat, Airport Engineer, provided the presentation and recommended approval of the awarding the contract for pavement sealing to Hi-Lite Airfield Services, LLC, in the amount of \$335,417.50.

Motion made by Mr. Laughlin, seconded by Mr. Macelhaney, to approve awarding the contract for pavement sealing to Hi-Lite Airfield Services, LLC, in the amount of \$335,417.50. In a voice vote, the **Motion** passed unanimously. (7-0)

2. Walk-on Item: Sublease between FXE Parcel 15, LLC and Signature Aviation

Mr. Rufus James, Airport Director, provided the presentation and recommended approval of the proposed sublease between FXE Parcel 15, LLC and Signature Aviation.

Motion made by Mr. Ash, seconded by Mr. Gordon, to approve the sublease between FXE Parcel 15, LLC and Signature Aviation. In a voice vote, the **Motion** passed unanimously. (7-0)

UPDATE ITEMS

A. Noise Compatibility Program

Mr. Patrick Donnelly, Advanced Specialist II, shared the report for August 2025. There were 1,012 jet departures, with 769 of those from Runway 9. He stated Noise Monitor 2 registered an Israel Westwind aircraft noise level above the 80-decibel threshold, however there had not been a report generated. He noted there were a total of 43 noise inquiries from nine individual households.

B. Development and Construction

i. FXE Project Status Update

Mr. Carlton Harrison, Assistant Airport Director, provided the update. He shared that the Aviation Equipment and Service Facility Expansion Project is in the mobilization phase, with site work anticipated to begin on October 21, pending permit approval. He advised that the Runway 27 Bypass Taxiway and Run-up Area Relocation Project is undergoing survey and geotechnical work at night to minimize operational impacts. He stated the new Aircraft Rescue and Firefighting (ARFF) truck had been received and was ready for tours following the meeting.

C. Arrearages

Mr. Rufus James advised that there were no arrearages to report.

D. Communications to the City Commission

None.

E. Other Items

i. Runway Safety Action Team and Pilot Workshop

Mr. Patrick Donnelly, Advanced Specialist II, reported that on August 7, 2025, FXE collaborated with the (Federal Aviation Administration) FAA air traffic control tower to present a Runway Safety Action Team (RSAT) meeting. The main focus of the meeting was to go over safety and runway incursions and preventative measures. He stated there were 42 participants as well as online participants that joined virtually. He also reported that the FXE Pilot Forum was hosted on September 4, with 30 participants. The purpose of this Forum was to engage the pilots and the Tenants regarding safe operations thereby fostering positive relationships amongst the community. During the Forum, FXE launched the Flying Neighborly initiative which is designed to promote the pilots' use of the noise abatement programs.

ii. Jet Suite X Relocation to FXE

Ms. Katharine Lee, Airport Projects Support, shared that on August 28, Jet Suite X (JSX) relocated its South Florida-based operations from Boca Raton Airport to FXE due to

several factors, including the demolition of its previous facility. They will be subleasing from Sheltair Aviation.

iii. Public Comments

None.

Mr. James shared that on Monday, September 29, the State of the City address would be held at the Parker Playhouse with the reception beginning at 6 p.m. He noted the Uptown 5K on the Runway will be held on November 15, 2025, and invited the Board to join the event for a great time.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 1:54 p.m.

NEXT SCHEDULED MEETING DATE: Thursday, October 30, 2025, at 1:30 P.M.

Any written public comments made 48 hours before the meeting regarding items discussed during the proceedings have been attached.