



Mr. Jerry Sansom, Chairman
Mr. Milo Zonka, Vice Chairman
Mr. John Craig, Treasurer
Mr. Harry Carswell, Secretary
Mr. Al Elebash
Mr. Roger Molitor
Mr. Donn Mount

355 Golden Knights Blvd. → Titusville, Florida 32780
321.267.8780 → fax: 321.383.4284 → mpowell@flairport.com

AGENDA
REGULAR MEETING
SEPTEMBER 19, 2019 AT 4:00 P.M.

*** NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. Should someone wish to address the Airport Authority Board on a specific item, there will be request cards located on the wall adjacent to the public seating area. Be advised that these cards must be completed and presented to the Executive Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

Salute to Flag - Pledge of Allegiance.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. APPROVAL OF THE AGENDA, AS PRESENTED
- IV. APPEARANCES: None
- V. PRESENTATIONS: None
- VI. CONSENT AGENDA:

(These items are considered routine and will be acted upon by the Authority in one motion. If an Airport Authority Board Member requests discussion on an item, it will be considered separately.)

a. Approval of the Titusville - Cocoa Airport Authority Minutes:

- 1. August 15, 2019 - Regular Meeting
- 2. August 15, 2019 - First Public Budget Hearing

VII. OLD BUSINESS:

- a. Discussion and Consideration of a Certified Public Accountant Firm to Provide Auditing Services for the Titusville - Cocoa Airport Authority

VIII. NEW BUSINESS:

- a. Discussion by Mr. Nick Leone of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR
OCTOBER 17, 2019 AT 8:30 A.M.

- b. Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects

XI. INFORMATION SECTION:

a. Chief Executive Officer Report

- Conference Call with FDOT and FAA Discussing Projects
- Several Communications with a Fixed-Wing Flight School Interested in Possible Expansion to TIX
- Pre Hurricane Dorian Preparation, Coordination with FPL for Staging at TIX, and Post Airport Inspections

b. Attorney Report

c. Check Register & Budget to Actual

d. Project Reports

X. AUTHORITY MEMBERS REPORT

XI. PUBLIC AND TENANTS REPORT

XII. ADJOURNMENT

Respectfully submitted,

Mr. Michael D. Powell, C.M., ACE
Chief Executive Officer

Mr. Jerry Sansom
Chairman

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on August 15, 2019 at 4:00 p.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Mr. John Craig, Treasurer; Mr. Al Elebash; Mr. Roger Molitor; Mr. Donn Mount; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Milo Zonka, Vice Chairman, was in attendance via teleconference. Mr. Harry Carswell, Secretary, was absent.

Call to Order

Mr. Sansom called the meeting to order and determined that a quorum was present.

Mr. Bird swore in new Board Members, Mr. Roger Molitor and Mr. Donn Mount.

Approval of the Agenda

Mr. Sansom asked if there were any proposed changes to the Agenda. Mr. Powell stated that an additional invoice was added to Item C. Mr. Sansom called for a motion to approve the Agenda as amended. Mr. Craig made the motion. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Appearances – Introduction of New Board Members

Mr. Roger Molitor and Mr. Donn Mount introduced themselves to the Board and gave a brief history of their backgrounds.

Presentations – None**Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. July 18, 2019 – Regular Meeting**

Mr. Sansom called for a motion to approve the Consent Agenda. Mr. Craig made a motion to approve the Consent Agenda as presented. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Sansom made an announcement that the First Annual Budget Hearing would be held at 5:01 p.m.

Old Business – None**New Business**

Item A – Discussion and Consideration of a Certified Public Accountant Firm to Provide Auditing Services for the Titusville-Cocoa Airport Authority

Mr. Powell gave a brief overview of the item, stating that three accounting firms had submitted proposals, and the firm representatives were in attendance to give presentations to the Board. Mr. Sansom suggested that the firms give their presentations and then the Board could come back with the evaluations at the next regular meeting. Mr. Elebash asked if that would present an issue with cutting the time too short. Mr. Bird stated that unless it was an emergency, it would probably be better to select the firm at the next meeting. Mr. Zonka concurred.

Mr. Powell turned the floor over to accounting firm CRI. Ms. Debbie Goode introduced her team and gave a presentation followed by questions from the Board. Discussion continued.

Mr. Powell turned the floor over to accounting firm Davies, Houser & Secrest. Mr. Todd Russell and Mr. Will Gonzalez represented the firm in person, and Mr. Steve Ellis, who was unable to attend in person, represented the firm via teleconference. Mr. Russell and Mr. Ellis gave a brief overview of the firm followed by questions from the Board. Discussion continued.

Mr. Powell turned the floor over to James Howard from the accounting firm James Moore. Mr. Howard gave a presentation followed by questions from the Board. Discussion continued.

Mr. Craig asked if Board members could reach out to the firms. Mr. Bird stated that Sunshine Laws could apply and that he would prefer to see questions posed to all bidders in an effort to keep things transparent. Discussion continued.

Item B – Discussion and Consideration of Florida Biplanes Expansion Plans at Merritt Island Airport

Mr. Powell gave a brief overview of the item, stating that Mr. Mark Grainger from Florida Biplanes found himself in a predicament where he needed to move the maintenance portion of his business out of the Servant Air Ministries hangar at Merritt Island Airport. Mr. Powell stated that Mr. Grainger had a phased plan for his expansion, but because of the sudden loss of space needed a temporary fix. Mr. Powell stated that Mr. Grainger was asking for an amendment that would allow for permission to put a pad down for future construction, but in the meantime would serve as a spot for a temporary hangar. Mr. Powell gave a brief explanation of the phased project and its infrastructure needs, and asked Mr. Nick Leone from Michael Baker International to further explain the logistics. Mr. Powell stated that it would be no cost to the Airport Authority. Discussion continued.

Mr. Zonka asked if the amendment could include a timeline for them to have a permanent facility in place. Mr. Powell stated that he could get together with Mr. Grainger and make sure he knew the requirement. Discussion continued.

Mr. Zonka stated that he felt that Mr. Grainger should initiate construction within a year's time. Discussion continued.

Mr. Sansom put the regular meeting in recess at 5:02 p.m. in order to conduct the budget hearing.

The regular meeting re-convened at 5:15 p.m.

Mr. Powell gave a brief re-statement of the item. Mr. Sansom stated that Mr. Zonka brought up that the current amendment does not have a date for construction to begin, and asked the Board if they wanted to do anything to change that at this point. Mr. Craig stated that it may be worthwhile to include a time period or maybe do a one-year review period and then look at it again. Discussion continued.

Mr. Elebash made a motion to approve the item, but language that gives the tenant two years for construction to commence or can come back to the Board if he needed more time. Mr. Mount seconded. Discussion continued.

Mr. Molitor stated that he would like to add to the motion that once construction began, they would have 18 months to complete it. Mr. Elebash concurred with the amendment to the motion. Mr. Mount seconded. Discussion continued.

Mr. Sansom called the question. There were no objections. Motion passed.

Item C – Discussion by Mr. Nick Leone of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

Mr. Sansom turned the floor over to Mr. Leone.

Mr. Leone presented Pay Request Number 5 in the amount of \$264,916.70 and Pay Request Number 6 in the amount of \$280,289.25, both from H.L. Pruitt, which were for the Airfield Lighting Rehabilitation Project at Space Coast Regional Airport.

Mr. Craig made a motion to approve the invoices. Mr. Molitor seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Mr. Leone gave a brief update on the Spaceport License, stating that Staff was waiting on a date for a public meeting.

Item D – Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects

Mr. Sansom turned the floor over to Mr. Hambrecht.

Mr. Hambrecht presented Pay Request Number 3 in the amount of \$12,007.67 from Avcon, Inc., which was for the PAPI Replacement Project at Arthur Dunn Airpark.

Mr. Hambrecht presented Pay Request Number 3 in the amount of \$4,000.00 from Avcon, Inc., which was for the Airfield Marking Improvements Project at Arthur Dunn Airpark.

Mr. Molitor made a motion to approve the invoices. Mr. Craig seconded. There were no objections. Motion passed.

Information Section

CEO Report

Mr. Powell reported that he continued to meet with people who were looking to expand and develop with the Airport Authority.

Mr. Powell displayed photos of new equipment, as well as old equipment that was moving out and going to auction, and explained that five pieces of equipment had been sold which brought in \$4,910.50. Mr. Powell added that there were four other pieces up for auction and the auctioneer was coming again on the following Monday to pick up another load of equipment for auction. Discussion continued.

Mr. Powell reported that Staff was looking at getting software to help manage facilities, equipment and inventory. Mr. Molitor stated that sometimes it may be better to contract some things out. Mr. Powell stated that if it was for one-time use it would be a good idea to contract it out, but if it was something that would need to be used on a daily basis then it would be better to acquire the piece of equipment. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird stated that he was still moving forward on some abandoned hangars and getting them cleared out.

Mr. Bird stated that there was not a lot to report on the Welsh case, but Mr. Aaron McDaniel from Michael Baker International, would be continuing his deposition on August 28th.

Mr. Bird reported that Mr. Powell had received a letter from the grandchildren of the late Arthur Dunn's second wife requesting a name change of the Arthur Dunn Airpark, because Mr. Dunn was alleged to have killed his wife in a murder-suicide on April 20, 1966. Mr. Bird stated that there was a newspaper article on the subject, but he wasn't sure if there was an investigation due to the way it ended. Mr. Bird stated that Staff researched it, and it did appear to be accurate, and that he reached out to the County who originally dedicated the airport because Mr. Dunn was instrumental in establishing it. Mr. Bird stated that the County Attorney didn't feel that there was enough information to make a decision on that. Mr. Bird stated that there was a lot of consideration because there were businesses who have the

name in their promotional materials, and that he would continue to work with the County and at some point it would be brought to the Board for consideration. Discussion continued.

Mr. Zonka asked if Mr. Powell could send copies of the articles to the Board. Mr. Powell stated that he would.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the financials had been provided.

Administration & Project Reports

Mr. Powell stated that the report was provided and would be happy to answer any questions.

Authority Members Report

Mr. Sansom reported that Florida State legislation was starting early and that \$3.5 million was slated for the Airport Authority through FDOT. Mr. Sansom stated that legislative committees would be starting in September and legislation starts in January of 2020.

Mr. Zonka stated that he had gone to the Florida Airports Council Convention and that there was a lot of talk about MRO's and maintenance facilities. Mr. Zonka stated that he also spoke with Mr. Stockton Whitten and Mr. Rich Laird in regards to Eastern Florida State College who was definitely looking for a new home for their A&P program. Mr. Zonka stated that he connected them with Mr. Aaron McDaniel from Michael Baker Internationally in hopes that there was an opportunity to get something going on. Discussion continued.

Mr. Zonka asked for an update on replacing the Facilities Manager. Mr. Powell stated that the Facilities Department was now under Operations and Mr. Justin Hopman was now Facilities and Operations Manager. Mr. Powell stated that looking at the numbers, Staff may be able to hire an additional Facilities Technician.

Public & Tenants Report - None

Adjournment

Mr. Sansom adjourned the meeting at 5:56 p.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY

TITUSVILLE – COCOA AIRPORT AUTHORITY

The First Budget Hearing of the Titusville - Cocoa Airport Authority was held on August 15, 2019 at 5:01 p.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Mr. John Craig, Treasurer; Mr. Al Elebash; Mr. Roger Molitor; Mr. Donn Mount; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Milo Zonka, Vice Chairman, was in attendance via teleconference. Mr. Harry Carswell, Secretary, was absent.

Call to Order

Mr. Sansom called the meeting to order and determined that a quorum was present.

Consideration of Tentative 2019-2020 Fiscal Year Budget

Mr. Powell briefly presented the proposed budget, stating that this was the first public hearing of two, and that this budget had been presented to the Board twice already in 2019, and that there were no changes since the last presentation. Discussion continued.

Mr. Sansom asked if the public would like to comment on the budget. Seeing no public comment Mr. Sansom brought the budget back to the Board.

Mr. Sansom called for a motion. Mr. Craig made a motion to approve the budget as presented. Mr. Elebash seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Adjournment

Mr. Sansom adjourned the meeting at 5:13 p.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: September 19, 2019

ITEM DESCRIPTION - OLD BUSINESS ITEM A

Discussion and Consideration of a Certified Public Accountant Firm to Provide Auditing Services for the Titusville - Cocoa Airport Authority

BACKGROUND

Davies, Houser & Seacrest was up for renewal on their audit service contract with the Airport Authority and the Board elected to go out on the street. An RFP was advertised and three organizations submitted for consideration. They are, in no particular order, - Carr, Riggs, & Ingram out of Melbourne, FL - Davies, Houser & Seacrest out of Cocoa, FL - and James Moore out of Daytona Beach, FL.

At the Board Meeting last month the Board heard brief presentations from each of the firms that submitted, asked questions, then had some additional material sent to further assist in the evaluation and selection process.

ISSUES

All submissions will be reviewed by the Airport Authority Board of Directors. Each proposal will be evaluated based upon the proposal requirements and selection criteria as follows:

- Understanding of scope of services
- Availability and accessibility to the Titusville-Cocoa Airport Authority
- Experience with similar audits
- Demonstrated ability to understand requirements applicable to the Titusville-Cocoa Airport Authority
- Capabilities, assigned personnel, experience with similar organizations
- Ability to meet time requirements and ability to serve the Titusville-Cocoa Airport Authority
- Cost

The chosen firm will be engaged and a contract negotiated. If an agreement cannot be accomplished, another firm will be chosen and so on.

ALTERNATIVES

The Airport Authority Board could select one of the firms that submitted for audit services after evaluating each based on each of the Board Members' checklist scorecards, or could ask more questions to help with the selection.

FISCAL IMPACT

Fees proposed from Carr, Riggs & Ingram for 2019 auditing services are \$19,500 for the Financial Audit. 2020 fees would be \$19,800, and 2021 fees would be 20,100.

Carr, Riggs & Ingram fees for compliance work will be charged at the following rate: Partner - \$225 per hour, Manager - \$155 per hour, Audit Senior - \$125 per hour and audit associate - \$100 per hour. It is estimated the fee for the compliance portion of the audit should not exceed \$6,500.

Fees proposed for 2019 auditing services from Davies, Houser, and Seacrest, CPA, P.A. are \$20,000 for the Financial Audit. The fees for 2020 and 2021 will increase 2% each year.

Fees for compliance work will be charged at the following rate: Director - \$115 per hour, Supervisor - \$90 per hour, and staff - \$75 per hour. It is estimated the fee for the compliance portion of the audit should not exceed \$7,000.

Fees proposed from James Moore for 2019 auditing services are \$17,000 for the Financial Audit. 2020 fees would be \$17,750, and 2021 fees would be \$18,500.

James Moore fees for compliance work will be charged at the following rate: Partner - \$225 per hour, Manager/ Director - \$165 per hour, Senior/ Supervisor - \$135 per hour and staff accountant - \$100 per hour. It is estimated the fee for the compliance portion of the audit should not exceed \$2,000.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Select a CPA firm for auditing services, and (2) authorize an Authority Officer or the CEO to execute the necessary documentation upon satisfactory review by legal counsel.



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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: CARSWELL

General

The Titusville-Cocoa Airport Authority received proposals from three qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending September 30, 2019, with the option of auditing statements for each of the two subsequent fiscal years.

Carr, Riggs, & Ingram, Davies, Houser, & Secrest, and James Moore submitted and gave brief presentations to the Board last month. The Board also received additional documentation regarding previous work from the interested groups to help with the evaluation and selection.

A three year contract is contemplated, subject to the annual review and recommendation of the Board of Directors and the satisfactory negotiation of terms

Selection Process

Each proposal will be evaluated based upon the proposal requirements and selection criteria as follows:

1. Understanding of scope of services
2. Availability and accessibility to the Titusville-Cocoa Airport Authority
3. Experience with similar audits
4. Demonstrated ability to understand requirements applicable to the Titusville-Cocoa Airport Authority
5. Capabilities, assigned personnel, experience with similar organizations
6. Ability to meet time requirements and ability to serve the Titusville-Cocoa Airport Authority
7. Cost

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>5</u>	<u>10</u>	<u>5</u>
2.	<u>7</u>	<u>10</u>	<u>7</u>
3.	<u>5</u>	<u>10</u>	<u>5</u>
4.	<u>8</u>	<u>10</u>	<u>7</u>
5.	<u>6</u>	<u>7</u>	<u>6</u>
6.	<u>6</u>	<u>7</u>	<u>5</u>
7.	<u>6</u>	<u>7</u>	<u>6</u>
	<u>41</u>	<u>61</u>	<u>41</u>
	Total	Total	Total

Rate each numbered section (1-7) up to 10 possible points for 70 total.



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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: ALBERT ELEBASH

General

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>10</u>	<u>10</u>	<u>9</u>
2.	<u>10</u>	<u>10</u>	<u>9</u>
3.	<u>10</u>	<u>7</u>	<u>8</u>
4.	<u>10</u>	<u>10</u>	<u>9</u>
5.	<u>10</u>	<u>9</u>	<u>10</u>
6.	<u>10</u>	<u>10</u>	<u>9</u>
7.	<u>9</u>	<u>8</u>	<u>10</u>
	<u>69</u>	<u>64</u>	<u>64</u>
	Total	Total	Total

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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: ZONKA

General

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>10</u>	<u>0</u>	<u>9</u>
2.	<u>10</u>	<u>1</u>	<u>9</u>
3.	<u>10</u>	<u>1</u>	<u>10</u>
4.	<u>10</u>	<u>1</u>	<u>10</u>
5.	<u>10</u>	<u>1</u>	<u>10</u>
6.	<u>10</u>	<u>1</u>	<u>10</u>
7.	<u>10</u>	<u>1</u>	<u>10</u>
	<u>70</u>	<u>0</u>	<u>68</u>
	Total	Total	Total

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DH&S has demonstrated an inability to identify systemic (10+ years) issues of fraud, theft, failure of internal controls, failure of the CEO to follow TCAA policies and procedures. DH&S does no other work for public agencies and airports and the lack of experience shows.



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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: JOHN CRAIG

General

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>10</u>	<u>9</u>	<u>10</u>
2.	<u>10</u>	<u>10</u>	<u>9</u>
3.	<u>10</u>	<u>5</u>	<u>10</u>
4.	<u>10</u>	<u>9/10 7</u>	<u>8</u>
5.	<u>10</u>	<u>6</u>	<u>8</u>
6.	<u>10</u>	<u>10</u>	<u>8</u>
7.	<u>9</u>	<u>8</u>	<u>9</u>
	<u>69</u>	<u>55</u>	<u>62</u>
	Total	Total	Total

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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: Don Mount

General

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>10</u>	<u>10</u>	<u>10</u>
2.	<u>10</u>	<u>10</u>	<u>10</u>
3.	<u>10</u>	<u>8</u>	<u>9</u>
4.	<u>10</u>	<u>10</u>	<u>10</u>
5.	<u>10</u>	<u>10</u>	<u>10</u>
6.	<u>10</u>	<u>10</u>	<u>10</u>
7.	<u>2</u>	<u>1</u>	<u>3</u>
	<u>62</u>	<u>59</u>	<u>62</u>
	Total	Total	Total

Rate each numbered section (1-7) up to 10 possible points for 70 total.

my selection



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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: Molitor

General

The Titusville-Cocoa Airport Authority received proposals from three qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending September 30, 2019, with the option of auditing statements for each of the two subsequent fiscal years.

Carr, Riggs, & Ingram, Davies, Houser, & Secrest, and James Moore submitted and gave brief presentations to the Board last month. The Board also received additional documentation regarding previous work from the interested groups to help with the evaluation and selection.

A three year contract is contemplated, subject to the annual review and recommendation of the Board of Directors and the satisfactory negotiation of terms

Selection Process

Each proposal will be evaluated based upon the proposal requirements and selection criteria as follows:

1. Understanding of scope of services
2. Availability and accessibility to the Titusville-Cocoa Airport Authority
3. Experience with similar audits
4. Demonstrated ability to understand requirements applicable to the Titusville-Cocoa Airport Authority
5. Capabilities, assigned personnel, experience with similar organizations
6. Ability to meet time requirements and ability to serve the Titusville-Cocoa Airport Authority
7. Cost

The chosen firm will be engaged and a contract negotiated. If an agreement cannot be accomplished, another firm will be chosen and so on.

	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>9</u>	<u>4</u>	<u>4</u>
2.	<u>10</u>	<u>9</u>	<u>9</u>
3.	<u>10</u>	<u>8</u>	<u>8</u>
4.	<u>10</u>	<u>8</u>	<u>8</u>
5.	<u>10</u>	<u>7</u>	<u>8</u>
6.	<u>9</u>	<u>8</u>	<u>7</u>
7.	<u>9</u>	<u>8</u>	<u>10</u>
	<u>67</u>	<u>52</u>	<u>54</u>
	Total	Total	Total

Rate each numbered section (1-7) up to 10 possible points for 70 total.



TIX → SPACE COAST REGIONAL AIRPORT
COI → MERRITT ISLAND AIRPORT
X21 → ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: JERRY SANSON

General

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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	<u>10</u>	<u>10</u>	<u>10</u>
2.	<u>10</u>	<u>10</u>	<u>9</u>
3.	<u>10</u>	<u>8</u>	<u>8</u>
4.	<u>10</u>	<u>10</u>	<u>9</u>
5.	<u>10</u>	<u>9</u>	<u>9</u>
6.	<u>10</u>	<u>10</u>	<u>9</u>
7.	<u>9</u>	<u>8</u>	<u>10</u>
	<u>69</u>	<u>65</u>	<u>64</u>
	Total	Total	Total

Rate each numbered section (1-7) up to 10 possible points for 70 total.



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REQUEST FOR PROPOSALS FOR AUDITING SERVICES CHECKLIST

Board Member: _____

General

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4. Demonstrated ability to understand requirements applicable to the Titusville-Cocoa Airport Authority
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	<u>CRI</u>	<u>DH&S</u>	<u>JM</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
	_____	_____	_____
	Total	Total	Total

Rate each numbered section (1-7) up to 10 possible points for 70 total.



TIX → SPACE COAST REGIONAL AIRPORT
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355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@fairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: September 19, 2019

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion by Mr. Nick Leone of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

BACKGROUND

Michael Baker International is currently conducting the engineering and oversight work for contractors on current projects.

The invoice review is to keep the Board informed and ensure we meet FDOT compliance requirements.

ISSUES

All projects are moving forward.

ALTERNATIVES

If anything regarding the numbers is unclear during the discussion, the Airport Authority Board may ask questions about the costs to ensure everyone is comfortable with the invoices as presented.

FISCAL IMPACT

The current Invoiced Costs for the invoices will be covered by Mr. Nick Leone, of Michael Baker International, in detail at the Board Meeting. The back-up documentation is provided for the Board's convenience of reference.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Concur with approval of the invoiced costs by Michael Baker International and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.

Michael Baker
INTERNATIONAL

MICHAEL BAKER INTERNATIONAL, INC.
12740 Gran Bay Parkway West
Suite 2110
Jacksonville, FL 32258
904-380-2500
Billing (803) 231-4014

JUNE 14, 2019

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1051363
BAKER PROJECT NO. 170779
REQUEST NO. 04
FAA AIP PROJECT NO. 3-12-0080-028-2018
PROJECT ID # FM 247401-1-94-01

RE: AIRFIELD LIGHTING REHABILITATION (CONSTRUCTION)

FOR FEES BILLED THROUGH MAY 01, 2019 THROUGH MAY 31, 2019

CONTRACT VALUE	\$232,624.00		
		<u>INVOICED</u>	<u>INVOICED</u>
		<u>THIS PERIOD</u>	<u>TO DATE</u>
PHASE 5 - CONSTRUCTION SERVICES			
CONSTRUCTION ADMINISTRATION			
83.00% COMPLETE OF \$41,004.00		\$2,870.28	\$34,033.32
RPR			
44.50% COMPLETE OF \$178,620.00		\$21,434.40	\$79,485.90
SPECIAL SERVICES (SUBCONSULTANTS)			
26.66% QA CONSTRUCTION TESTING \$5,000.00		\$0.00	\$1,332.85
0.00% AIRFIELD ELECTRICAL \$8,000.00		\$0.00	\$0.00
TOTAL EARNINGS		\$24,304.68	\$114,852.07
AMOUNT DUE THIS INVOICE			\$24,304.68

Michael Baker
8/28/19

Electronic Remittance
CITIZENS BANK
ABA: 036-076-150
Account No.: 6101710975
SWIFT: CTZIUS33

Check Payment Remit to:
PO BOX 536408
PITTSBURGH, PA 15253-5906

Michael Baker
INTERNATIONAL

MICHAEL BAKER INTERNATIONAL, INC.
12740 Gran Bay Parkway West
Suite 2110
Jacksonville, FL 32258
904-380-2500
Billing (803) 231-4014

JULY 25, 2019

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1055475
BAKER PROJECT NO. 170779
REQUEST NO. 05
FAA AIP PROJECT NO. 3-12-0080-028-2018
PROJECT ID # FM 247401-1-94-01

RE: AIRFIELD LIGHTING REHABILITATION (CONSTRUCTION)

FOR FEES BILLED THROUGH JUNE 01, 2019 THROUGH JUNE 30, 2019

CONTRACT VALUE	\$232,624.00		
		<u>INVOICED</u>	<u>INVOICED</u>
		<u>THIS PERIOD</u>	<u>TO DATE</u>
PHASE 5 - CONSTRUCTION SERVICES			
CONSTRUCTION ADMINISTRATION			
87.00% COMPLETE OF \$41,004.00		\$1,640.16	\$35,673.48
RPR			
56.50% COMPLETE OF \$178,620.00		\$21,434.40	\$100,920.30
SPECIAL SERVICES (SUBCONSULTANTS)			
26.66% QA CONSTRUCTION TESTING \$5,000.00		\$0.00	\$1,332.85
0.00% AIRFIELD ELECTRICAL \$8,000.00		\$0.00	\$0.00
TOTAL EARNINGS		\$23,074.56	\$137,926.63
AMOUNT DUE THIS INVOICE			\$23,074.56

Michael Baker
8/28/19

Electronic Remittance

CITIZENS BANK
ABA: 036-076-150
Account No.: 6101710975
SWIFT: CTZIUS33

Check Payment Remit to:

PO BOX 536408
PITTSBURGH, PA 15253-5906

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 1 OF PAGES

TO OWNER:

Titusville-Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, FL 32780

PROJECT:

Port-A-Port Hangar Replacement at Merritt Island Airport
900 Airport Road, T-15, Merritt Island, FL 32952

APPLICATION NO:

Seven(7)
7/31/2019

Distribution to:

PURCHASE ORDER NO.:

OWNER
ARCHITECT
CONTRACTOR

VIA ARCHITECT:

Michael Baker International
5200 Belfort Road, Suite 110
Jacksonville, FL 32256

FROM CONTRACTOR:

C & D Construction, Inc.
395 S. Range Road
Cocoa, FL 32926

CONTRACT FOR:

CONTRACT DATE:

8/28/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703 is attached.

1. ORIGINAL CONTRACT SUM \$ 1,434,163.00
2. Net change by Change Orders \$ (7,175.82)
3. CONTRACT SUM TO DATE (LINE 1+2) \$ 1,426,987.18
4. TOTAL COMPLETED & STORED TO DATE \$ 1,264,934.51
(Column G on G703)
5. RETAINAGE:
 - a. 5% of Completed Work \$ 63,246.73
(Columns D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)

Total Retainage (Line 5a + 5b or Total in Column 1 of G703) \$ 63,246.73
6. TOTAL EARNED LESS RETAINAGE \$ 1,201,687.78
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 244,857.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 225,299.40
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous month by Owner	\$ -	
Total approved this month	\$ -	\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: C & D Construction, Inc.

BY: Curtis Deen Date: 7/29/2019

State of: FLORIDA

County of: BREVARD

Subscribed and sworn to before

me this 29th day of July, 2019



DEBRAH M.A. HOTTE
Commission # 06 220321
Expires September 29, 2022
Brevard Third Judicial Circuit

Notary Public:

My Commission expires: 09/29/2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 244,857.48
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

BY: Michael Baker

Date:

8/19/2019

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

8/28/19

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO: Seven (7)
APPLICATION DATE: 7/29/2019
PERIOD TO: 7/31/2019

A ITEM NO.	B DESCRIPTION OF WORK	C QTY	D UNIT PRICE	E UNIT	F SCHEDULED VALUE		G WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)		H WORK COMPLETED THIS PERIOD		I MATERIALS PRESENTLY STORED (NOT IN D OR E)	J TOTAL COMPLETED AND STORED TO DATE (D + E + F)	K % (G + C)	L BALANCE TO FINISH (C - G)	M RETAINAGE (IF VARIABLE) RATE)
1	New Port-A Port Hangar Bldg. (Complete)	1	\$ 340,000.00	LS	\$ 340,000.00	\$	300,985.27	\$	23,014.73	\$	-	\$ 324,000.00	95.29%	\$ 15,000.00	\$ 16,200.00
1A	Concrete Work	1	\$ 374,178.00	LS	\$ 374,178.00	\$	374,178.00	\$	-	\$	-	\$ 374,178.00	100.00%	-	\$ 18,708.90
1B	Building	1	\$ 60,000.00	LS	\$ 60,000.00	\$	-	\$	48,000.00	\$	-	\$ 48,000.00	80.00%	\$ 12,000.00	\$ 2,400.00
1C	Building Installation	1	\$ 75,000.00	LS	\$ 75,000.00	\$	-	\$	-	\$	21,379.51	\$ 21,379.51	28.51%	\$ 53,620.49	\$ 1,068.98
1D	Building Electrical Work	1	\$ 70,000.00	LS	\$ 70,000.00	\$	52,500.00	\$	-	\$	-	\$ 52,500.00	75.00%	\$ 17,500.00	\$ 2,625.00
1E	Hangar Doors	1	\$ 80,000.00	LS	\$ 80,000.00	\$	-	\$	80,000.00	\$	-	\$ 80,000.00	100.00%	-	\$ 4,000.00
1F	Block Work	1	\$ 20,000.00	LS	\$ 20,000.00	\$	-	\$	10,000.00	\$	-	\$ 10,000.00	50.00%	-	\$ 500.00
1G	Plumbing Work	1	\$ 50,000.00	LS	\$ 50,000.00	\$	50,000.00	\$	-	\$	-	\$ 50,000.00	100.00%	-	\$ 2,500.00
1H	Slab Preparation	1	\$ 89,000.00	LS	\$ 89,000.00	\$	89,000.00	\$	-	\$	-	\$ 89,000.00	100.00%	-	\$ 4,450.00
2	Mobilization	1	\$ 4,400.00	LS	\$ 4,400.00	\$	-	\$	-	\$	-	\$ -	0.00%	\$ 4,400.00	\$ -
3	Construction Lay-out and Topographic	1	\$ 3,800.00	LS	\$ 3,800.00	\$	1,300.00	\$	980.00	\$	-	\$ 2,280.00	60.00%	\$ 1,520.00	\$ 114.00
4	As-Built Survey	1	\$ 3,800.00	LS	\$ 3,800.00	\$	3,800.00	\$	-	\$	-	\$ 3,800.00	100.00%	-	\$ 190.00
5	Erosion Control	1	\$ 15.00	SY	\$ 15.00	\$	9,600.00	\$	-	\$	-	\$ 9,600.00	100.00%	-	\$ 480.00
6	Demolition/Remove Concrete Head-Wall	640	\$ 1,900.00	LS	\$ 1,900.00	\$	1,900.00	\$	-	\$	-	\$ 1,900.00	100.00%	-	\$ 95.00
7	Demolition/Remove Concrete Driveways	1	\$ 28.00	LF	\$ 28.00	\$	3,136.00	\$	-	\$	-	\$ 3,136.00	100.00%	-	\$ 156.80
8	Demolition/Remove Catch Basin	112	\$ 1,100.00	EA	\$ 1,100.00	\$	8,800.00	\$	-	\$	-	\$ 8,800.00	100.00%	-	\$ 440.00
9	Demolition/Remove 15" X 24" RCP	8	\$ 7.65	SY	\$ 7.65	\$	5,508.00	\$	-	\$	-	\$ 5,508.00	100.00%	-	\$ 275.40
10	Demolition/Remove Existing Box Hangar Bldgs	720	\$ 5.50	LF	\$ 5.50	\$	-	\$	-	\$	-	\$ -	0.00%	\$ 2,134.00	\$ -
11	Demolition/Remove Existing Foundations	388	\$ 5.50	CY	\$ 5.50	\$	-	\$	-	\$	-	\$ -	0.00%	\$ 16,500.00	\$ -
12	Relocate Existing Chain-Link Fence	3,000	\$ 5.00	CY	\$ 5.00	\$	42,000.00	\$	-	\$	-	\$ 42,000.00	100.00%	-	\$ 2,100.00
13	Unclassified Excavation	8,400	\$ 4.50	CY	\$ 4.50	\$	-	\$	4,275.00	\$	-	\$ 4,275.00	100.00%	-	\$ 213.75
14	Surcharge Borrow Material	950	\$ 40.00	SY	\$ 40.00	\$	-	\$	-	\$	-	\$ -	0.00%	\$ 7,600.00	\$ -
15	Foundation Backfill (12' Lifts per Geo. Report)	190	\$ 57.00	SY	\$ 57.00	\$	-	\$	-	\$	-	\$ -	60.00%	\$ 13,110.00	\$ 983.25
16	4" Concrete Sidewalk	575	\$	SY	\$ 32,775.00	\$	-	\$	19,665.00	\$	-	\$ 19,665.00			

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE OF 2 PAGES

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APPLICATION DATE: 7/29/2019

PERIOD TO: 7/31/2019

A ITEM NO.	B DESCRIPTION OF WORK	C QTY	D UNIT PRICE	E UNIT	F SCHEDULED VALUE		G WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)		H TOTAL COMPLETED AND STORED TO DATE (D+E+F)		I % (G+C)	J BALANCE TO FINISH (C-G)	K RETAINAGE (IF VARIABLE RATE)
17	4" Lime Rock Base	575	\$ 19.00	SY	\$ 10,925.00	\$	\$ -	\$ -	\$ 6,555.00	\$ -	60.00%	\$ 4,370.00	\$ 327.75
18	24" NyoPlast Drain	7	\$ 3,500.00	EA	\$ 24,500.00	\$	\$ 24,500.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 1,225.00
19	10" PVC Pipe	360	\$ 29.00	LF	\$ 11,020.00	\$	\$ 12,209.00	\$ -	\$ -	\$ -	110.79%	\$ (1,189.00)	\$ 510.45
20	18" RCP	156	\$ 60.00	LF	\$ 9,480.00	\$	\$ 8,160.00	\$ -	\$ -	\$ -	86.08%	\$ 1,320.00	\$ 408.00
21	24" RCP	96	\$ 76.50	LF	\$ 7,344.00	\$	\$ 10,404.00	\$ -	\$ -	\$ -	141.67%	\$ (3,060.00)	\$ 520.20
22	Sanitary Manhole	1	\$ 3,800.00	EA	\$ 3,800.00	\$	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 3,800.00	\$ -
23	4" Sanitary Clean-outs	4	\$ 375.00	EA	\$ 1,500.00	\$	\$ 1,500.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 75.00
24	4" PVC Sanitary Line Sch 40	247	\$ 88.00	LF	\$ 21,736.00	\$	\$ 21,736.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 1,086.80
25	1-1/2" Water Line	150	\$ 16.00	LF	\$ 2,400.00	\$	\$ 2,400.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 120.00
26	1-1/2" Tapping Saddle w/Corp. Stop	1	\$ 2,900.00	EA	\$ 2,900.00	\$	\$ 2,900.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 145.00
27	1-1/2" Gate Valve	1	\$ 400.00	EA	\$ 400.00	\$	\$ 400.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 20.00
28	Stormwater Inlets - FDOT Type C	2	\$ 5,000.00	EA	\$ 10,000.00	\$	\$ 10,000.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 500.00
29	Storm Drain Clean-Outs	2	\$ 500.00	EA	\$ 1,000.00	\$	\$ 1,000.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 50.00
30	Stormwater Manhole	1	\$ 5,000.00	EA	\$ 5,000.00	\$	\$ 5,000.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 250.00
31	18" MES	1	\$ 1,300.00	EA	\$ 1,300.00	\$	\$ 3,900.00	\$ -	\$ -	\$ -	300.00%	\$ (2,600.00)	\$ 195.00
32	24" MES	1	\$ 1,300.00	EA	\$ 1,300.00	\$	\$ 1,300.00	\$ -	\$ -	\$ -	100.00%	\$ -	\$ 65.00
33	Outfall Structure	1	\$ 9,300.00	EA	\$ 9,300.00	\$	\$ -	\$ -	\$ 9,300.00	\$ -	100.00%	\$ -	\$ 465.00
34	Sod	770	\$ 3.50	SY	\$ 2,695.00	\$	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 2,695.00	\$ -
35	Top Soiling	770	\$ 4.10	SY	\$ 3,157.00	\$	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 3,157.00	\$ -
36	Change Order #1	1	\$ (7,175.82)	LS	\$ (7,175.82)	\$	\$ (6,351.00)	\$ -	\$ -	\$ (6,351.00)	88.51%	\$ (824.82)	\$ (317.55)
	Totals				\$ 1,426,987.18	\$	\$ 1,041,765.27	\$ 201,789.73	\$ 21,379.51	\$ 1,264,934.51	88.64%	\$ 162,052.67	\$ 63,246.73


C & D CONSTRUCTION, INC.
 395 S. RANGE ROAD
 COCOA, FLORIDA 32926

(321) 639-9198 Fax (321) 690-2291

invoice 4089

SALESPERSON 449	DATE OF INVOICE 7/31/2019
SHIP TO PORT-A-PORT HANGAR REPLACEMENT MERRITT ISLAND AIRPORT 900 AIRPORT ROAD, T-15 MERRITT ISLAND, FLORIDA	

TO: **TITUSVILLE-COCOA AIRPORT AUTHORITY
 355 GOLDEN KNIGHTS BLVD
 TITUSVILLE, FL 32780**

ACCOUNT NO	DATE SHIPPED	SHIPPED VIA	COL	PP	F.O.B. POINT	TERMS	YOUR ORDER NUMBER
						NET 10 DAYS	
QUANTITY	DESCRIPTION					UNIT PRICE	AMOUNT
	<u>DRAW REQUEST # 7</u>						
	ORIGINAL CONTRACT AMOUNT					\$ 1,434,163.00	
	CHANGE ORDERS					\$ (7,175.82)	
	REVISED CONTRACT AMOUNT					\$ 1,426,987.18	
	AMOUNT COMPLETED TO DATE -88.64%					\$ 1,264,934.51	
	LESS RETAINAGE - 5 %					\$ (63,246.73)	
						\$ 1,201,687.78	
	LESS PREVIOUS REQUESTS					\$ (956,830.30)	
	TOTAL AMOUNT DUE AND PAYABLE THIS REQUEST						\$ 244,857.48
	CONTRACTOR'S SIGNATURE 						
	<i>Thank You</i>					TOTAL	

Period Starting 6/1/2019 to Period Ending 7/31/2019

Michael Baker
INTERNATIONAL

MICHAEL BAKER INTERNATIONAL, INC.
12740 Gran Bay Parkway West
Suite 2110
Jacksonville, FL 32258
904-380-2500
Billing (803) 231-4014

JULY 25, 2019

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1055476
BAKER PROJECT NO. 167617
REQUEST NO. 08

PROJECT ID # FM 438463-1-94-01

RE: PORT-A-PORT HANGER REPLACEMENT

FOR FEES BILLED THROUGH JUNE 01, 2019 THROUGH JUNE 30, 2019

CONTRACT VALUE	\$220,234.00		
		<u>INVOICED</u>	<u>INVOICED</u>
		<u>THIS PERIOD</u>	<u>TO DATE</u>
PHASE 5 - CONSTRUCTION PHASE SERVICES			
TASK 3 - CONSTRUCTION MANAGEMENT			
90.00% COMPLETE OF \$64,334.00		\$15,440.16	\$57,900.60
TASK 4 - RPR			
92.50% COMPLETE OF \$149,400.00		\$7,121.00	\$138,195.00
TASK 4.2 - SUB			
QA CONSTRUCTION TESTING \$6,500.00		\$0.00	\$1,340.00
TOTAL EARNINGS		\$22,561.16	\$197,435.60
AMOUNT DUE THIS INVOICE			\$22,561.16

Michael Baker
8/21/19

Electronic Remittance
CITIZENS BANK
ABA: 036-076-150
Account No.: 6101710975
SWIFT: CTZIUS33

Check Payment Remit to:
PO BOX 536408
PITTSBURGH, PA 15253-5906

Michael Baker
INTERNATIONAL

MICHAEL BAKER INTERNATIONAL, INC.
12740 Gran Bay Parkway West
Suite 2110
Jacksonville, FL 32258
904-380-2500
Billing (803) 231-4014

AUGUST 20, 2019

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1057742
BAKER PROJECT NO. 167617
REQUEST NO. 09

PROJECT ID # FM 438463-1-94-01

RE: PORT-A-PORT HANGER REPLACEMENT

FOR FEES BILLED THROUGH JULY 01, 2019 THROUGH JULY 31, 2019

CONTRACT VALUE \$220,234.00

PHASE 5 - CONSTRUCTION PHASE SERVICES

TASK 3 -CONSTRUCTION MANAGEMENT
91.25% COMPLETE OF \$64,334.00

TASK 4 - RPR
98.50% COMPLETE OF \$149,400.00

TASK 4.2 - SUB
QA CONSTRUCTION TESTING \$6,500.00

INVOICED
THIS PERIOD

INVOICED
TO DATE

\$804.18

\$58,704.78

\$8,964.00

\$147,159.00

\$0.00

\$1,340.00

TOTAL EARNINGS

\$9,768.18 /

\$207,203.78

AMOUNT DUE THIS INVOICE

\$9,768.18

Michael Baker
8/2/19

Electronic Remittance

CITIZENS BANK
ABA: 036-076-150
Account No.: 6101710975
SWIFT: CTZUUS33

Check Payment Remit to:

PO BOX 536408
PITTSBURGH, PA 15253-5906



TIX → SPACE COAST REGIONAL AIRPORT
COI → MERRITT ISLAND AIRPORT
X2I → ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: September 19, 2019

ITEM DESCRIPTION - NEW BUSINESS ITEM B

Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects

BACKGROUND

AVCON is currently conducting the engineering and oversight work for contractors on current projects.

The invoice review is to keep the Board informed and ensure we meet FDOT compliance requirements.

ISSUES

All projects are moving forward.

ALTERNATIVES

If anything regarding the numbers is unclear during the discussion, the Airport Authority Board may ask questions about the costs to ensure everyone is comfortable with the invoices as presented.

FISCAL IMPACT

The current Invoiced Costs for the invoices will be covered by Mr. Rob Hambrecht, of AVCON, in detail at the Board Meeting. The back-up documentation is provided for the Board's convenience of reference.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Concur with approval of the invoiced costs by AVCON and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



AVCON, INC.
Engineers & Planners

5555 E. Michigan Street, Suite 200
Orlando, Florida 32822
Phone: (407) 599-1122
Fax: (407) 599-1133
www.avconinc.com

INVOICE

Titusville-Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, FL 32780

August 15, 2019
Project No: 2019.0045.03
Invoice No: 116268
Pay App #4

Project 2019.0045.03 X21 - PAPI Replacement Design & Bidding
Via email to Ashley Campbell at acampbell@flairport.com
Professional Services from May 01, 2019 to July 31, 2019

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Expense	750.00	100.00	750.00	562.50	187.50
SUB - Survey McMillen	4,000.00	100.00	4,000.00	4,000.00	0.00
SUB - QC AEC	1,500.00	100.00	1,500.00	1,500.00	0.00
100% Design	11,980.00	74.75	8,955.05	2,396.00	6,559.05
90% Design	9,435.00	84.75	7,996.16	7,548.17	447.99
Bidding and Award	7,310.00	25.00	1,827.50	0.00	1,827.50
Total Fee	34,975.00		25,028.71	16,006.67	9,022.04
Total					9,022.04
Total this Invoice					\$9,022.04

Outstanding Invoices

Number	Date	Balance
116073	7/15/2019	12,007.67
Total		12,007.67

Michael D. Bull
8/27/19

Michael D. Bull

M

Titusville-Cocoa Airport Authority
Check Register
For the Period From Aug 1, 2019 to Aug 31, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
37759	8/2/19	AG-PRO Companies	101000	2,495.12
37760	8/2/19	Arthur J. Gallagher Risk Management	101000	8,725.00
37761	8/2/19	A T & T	101000	499.26
37762	8/2/19	AT&T Mobility	101000	493.43
37763	8/2/19	Bel-Mac Roofing, Inc.	101000	1,578.00
37764	8/2/19	Bel-Mac Roofing, Inc.	101000	10,453.00
37765	8/2/19	Board Of Co. Commissioners	101000	12,683.63
37766	8/2/19	Central Hydraulics	101000	360.69
37767	8/2/19	CHLIC	101000	463.89
37768	8/2/19	City Of Cocoa	101000	733.46
37769	8/2/19	City Of Titusville	101000	713.66
37770	8/2/19	Cocoa NAPA	101000	91.94
37771	8/2/19	Davis Vision, Inc.	101000	71.03
37772	8/2/19	Dish	101000	126.08
37773	8/2/19	DynaFire, Inc.	101000	540.00
37774	8/2/19	Energywize A/C	101000	333.00
37775	8/2/19	Florida Door Control	101000	1,860.70
37776	8/2/19	Florida Power & Light	101000	1,745.73
37777	8/2/19	Gray Robinson Attorneys At Law	101000	5,631.10
37778	8/2/19	ICMA Retirement Trust	101000	1,250.00
37779	8/2/19	Logical Decisions LTD	101000	1,628.95
37780	8/2/19	Lowe's	101000	193.01
37781	8/2/19	Maxwell Contracting, Inc.	101000	7,590.00
37782	8/2/19	Nix Pest Management	101000	256.00
37783	8/2/19	R. E. Michel Company LLC	101000	45.04
37784	8/2/19	Spectrum	101000	58.28
37785	8/2/19	Standard Insurance Company	101000	486.09
37786	8/2/19	Staples	101000	151.76
37787	8/2/19	TCAA Petty Cash	101000	125.79
37788	8/2/19	Watson Truck & Auto	101000	127.30
37789	8/16/19	AG-PRO Companies	101000	4,335.80
37790	8/16/19	A T & T	101000	431.33

Titusville-Cocoa Airport Authority
Check Register
For the Period From Aug 1, 2019 to Aug 31, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
37791	8/16/19	AVCON	101000	12,007.67
37792	8/16/19	AVCON	101000	4,000.00
37793	8/16/19	Brevard County Utility Resources	101000	100.00
37794	8/16/19	Brown & Brown Insurance	101000	350.00
37795	8/16/19	Bucks Lawnmower Shop	101000	144.50
37796	8/16/19	City Of Titusville	101000	756.48
37797	8/16/19	Dish	101000	59.54
37798	8/16/19	Faster Than Sound, Inc.	101000	510.00
37799	8/16/19	Florida Power & Light	101000	5,274.97
37800	8/16/19	Florida Today #126281	101000	1,317.94
37801	8/16/19	Gray Robinson Attorneys At Law	101000	2,592.00
37802	8/16/19	H. L. Pruitt Corporation	101000	264,916.70
37803	8/16/19	ICMA Retirement Trust	101000	1,250.00
37804	8/16/19	Konica Minolta Business Solutions	101000	172.83
37805	8/16/19	Marie's Coffee Service	101000	73.25
37806	8/16/19	Medfast Urgent Care Centers, LLC	101000	150.00
37807	8/16/19	MITEL Leasing	101000	109.37
37808	8/16/19	Purchase Power	101000	118.98
37809	8/16/19	R. E. Michel Company LLC	101000	769.26
37810	8/16/19	Robinson Equipment	101000	47,696.10
37811	8/16/19	Southern Janitor Supply and Service Inc	101000	35.25
37812	8/16/19	Staples	101000	189.79
37813	8/16/19	Waste Management	101000	293.25
37814	8/16/19	Watkins Fuel Oil	101000	6,488.20
37815	8/16/19	Alexandria Campbell	101000	134.56
37816	8/16/19	Susan Coco	101000	50.00
37817	8/16/19	Daniel C. McAlister	101000	50.00
37818	8/16/19	James Poole	101000	33.14
37819	8/16/19	Big Top Manufacturing	101000	9,587.50
37820	8/30/19	Assurance Aire LLC	101000	3,292.00
37821	8/30/19	A T & T	101000	505.32
37822	8/30/19	AT&T Mobility	101000	508.05

Titusville-Cocoa Airport Authority
Check Register
For the Period From Aug 1, 2019 to Aug 31, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
37823	8/30/19	AVCON	101000	9,022.04
37824	8/30/19	Bel-Mac Roofing, Inc.	101000	2,687.00
37825	8/30/19	Board Of Co. Commissioners	101000	185.29
37826	8/30/19	Board Of Co. Commissioners	101000	13,115.83
37827	8/30/19	C & D Construction, Inc.	101000	244,857.48
37828	8/30/19	CHLIC	101000	528.31
37829	8/30/19	City Of Cocoa	101000	554.19
37830	8/30/19	City Of Titusville	101000	1,250.58
37831	8/30/19	Davis Vision, Inc.	101000	79.03
37832	8/30/19	Dish	101000	66.54
37833	8/30/19	DynaFire, Inc.	101000	120.00
37834	8/30/19	Florida Airports Council	101000	1,650.00
37835	8/30/19	Florida Power & Light	101000	3,933.12
37836	8/30/19	H. L. Pruitt Corporation	101000	280,289.25
37837	8/30/19	ICMA Retirement Trust	101000	1,250.00
37838	8/30/19	Johnson Controls Fire Protection LP	101000	2,681.09
37839	8/30/19	Lacey's Lock Service	101000	38.00
37840	8/30/19	Pitney Bowes Global Financial Services	101000	138.00
37841	8/30/19	Ring Power Corporation	101000	4,306.50
37842	8/30/19	Safety-Kleen	101000	394.11
37843	8/30/19	S.F. Travis Co.	101000	7.25
37844	8/30/19	SpaceCoast Engraving	101000	175.00
37845	8/30/19	Space Coast Site Work, Inc.	101000	1,000.00
37846	8/30/19	Spectrum	101000	58.28
37847	8/30/19	Standard Insurance Company	101000	594.75
37848	8/30/19	T's Handyman Service	101000	8,695.00
37849	8/30/19	Waste Management	101000	293.25
37850	8/30/19	Watkins Fuel Oil	101000	514.23
37851	8/30/19	Windstream Communications	101000	1,633.10
Total				1,009,931.94

Budget to Actual
August 2019

Revenues	Budget	Month	YTD	Budget %
Revenues	\$2,607,276	\$221,669.63	\$2,571,786.09	98.64%
Interest Income	\$0	\$5.94	\$37.11	-
Ad Valorem	\$0	\$0.00	\$33.68	-
Misc. Income	\$2,500	\$192.31	\$29,638.86	1185.55%
TOTAL	\$2,609,776	\$221,867.88	\$2,601,495.74	99.68%

Expense	Budget	Arthur Dunn	Space Coast	Merritt Island	G & A	Unallocated	Total	% Budget
Personnel Services								
Salaries	\$813,006	\$27,601.39	\$212,931.04	\$83,395.23	\$322,970.53	\$37,286.79	\$684,184.98	84.15%
Payroll Tax	\$62,195	\$1,871.60	\$11,765.62	\$2,757.77	\$29,600.36	\$1,857.62	\$47,852.97	76.94%
Workman's Compensation	\$26,000	\$0.00	\$0.00	\$0.00	\$0.00	\$17,526.00	\$17,526.00	67.41%
Florida Retirement	\$107,677	\$2,389.80	\$13,941.16	\$3,264.24	\$63,251.31	\$11,053.98	\$93,900.49	87.21%
Employee Insurance	\$165,303	\$0.00	\$0.00	\$0.00	\$67,798.25	\$82,655.86	\$150,454.11	91.02%
Employee Education 514001	\$3,000	\$0.00	\$0.00	\$0.00	\$1,016.35		\$1,016.35	33.88%
Operating Expense								
Professional Services								
Land Appraisal 531301	\$0.00						\$0.00	0.00%
General Consultant 531101	\$10,000.00				\$4,572.98		\$4,572.98	45.73%
Legal Service 531001	\$50,000.00				\$46,076.55		\$46,076.55	92.15%
Accounting/Auditing 532001	\$34,000.00				\$28,298.10		\$28,298.10	83.23%
Contract Services								
Computer Tech Support 531207	\$3,000.00				\$1,520.00		\$1,520.00	50.67%
Janitorial Service 552201	\$7,000.00				\$6,130.36		\$6,130.36	87.58%
Investigation/Testing 514002 (MedFast)	\$0.00				\$0.00		\$0.00	0.00%
Travel & Training								
Travel & Per Diem 540001	\$7,500.00				\$545.86		\$545.86	7.28%
Training & Education 540101	\$12,000.00				\$720.10		\$720.10	6.00%
Communications & Freight								
Telecommunications								
Telephone 541001 (AT&T, Windstream)	\$25,750.00	\$577.53	\$3,125.28	\$847.48	\$21,199.71		\$25,750.00	100.00%
Cell Phones 541301 (AT&T Mobility, Sprint)	\$7,500.00				\$7,500.00		\$7,500.00	100.00%
Cable Service 541401 (Spectrum, Dish)	\$1,500.00				\$1,500.00		\$1,500.00	100.00%
Postage								
Postage (Pitney Bowes Purchase Power)	\$3,000.00				\$2,366.12		\$2,366.12	78.87%
Express Mail 542101 (Fed Ex)	\$500.00				\$318.88		\$318.88	63.78%
Online Services	\$740.00				\$641.08		\$641.08	86.63%
Utility Services								
Water/Sewer	\$16,000.00	\$2,968.30	\$8,927.87	\$4,084.11			\$15,980.28	99.88%
Electricity	\$140,000.00	\$8,001.32	\$39,098.48	\$23,311.11		\$21,124.10	\$91,535.01	65.38%
Storm Water Fees	\$10,000.00		\$4,351.57	\$5,648.43			\$10,000.00	100.00%
Solid Waste	\$14,000.00	\$10,526.22	\$2,196.91	\$1,276.87			\$14,000.00	100.00%

Titusville-Cocoa Airport Authority
Budget to Actual
August 2019

Expense	Budget	Arthur Dunn	Space Coast	Merritt Island	G & A	Unallocated	Total	% Budget
Rentals & Leases								
Equipment Rental 544001	\$2,500.00		\$1,181.21	\$1,318.79			\$2,500.00	100.00%
Postage Machine 544102	\$700.00				\$414.00		\$414.00	59.14%
Copy Machine 544101	\$2,000.00				\$1,394.05		\$1,394.05	69.70%
Phone System 544103	\$3,000.00				\$1,109.59		\$1,109.59	36.99%
Insurance								
Property/Casual								
Buildings & Equipment 545290	\$241,799.00		\$115.00		\$134,414.00	\$105,971.00	\$240,500.00	99.46%
Fuel Tank 545600	\$2,600.00	\$1,285.00	\$235.00	\$1,080.00			\$2,600.00	100.00%
Housing/Liability 545702	\$8,500.00						\$0.00	0.00%
Airport Liability 545090	\$8,000.00				\$137.57	\$7,862.43	\$8,000.00	100.00%
Auto Liability 545190	\$22,000.00						\$0.00	0.00%
Officers Liability 545500	\$5,600.00				\$5,600.00		\$5,600.00	100.00%
Employee Bond 545400	\$296.00				\$296.00		\$296.00	100.00%
Repairs & Maintenance								
Service Contracts	\$13,000.00	\$345.50	\$4,979.01	\$1,305.00	\$764.16	\$371.80	\$7,765.47	59.73%
Repairs/Maintenance	\$160,000.00	\$30,186.54	\$88,840.18	\$13,086.11	\$9,372.34	\$18,514.83	\$160,000.00	100.00%
Repairs/Maintenance **T-hangar Maintenance**	\$75,000.00	\$10,558.30	\$10,866.88	\$23,751.15	\$0.00	\$0.00	\$45,176.33	60.24%
Printing/Binding								
General Printing 551101	\$300.00				\$300.00		\$300.00	100.00%
Promotional Activities								
Advertising								
Marketing 548201	\$15,000.00				\$2,986.42		\$2,986.42	19.91%
Promotional 548101, 548001	\$7,000.00				\$2,462.38		\$2,462.38	35.18%
Other Charges/Obligations								
Legal Notices 549001	\$3,800.00						\$0.00	0.00%
Real Estate Taxes 549101	\$18,000.00		\$130.00				\$130.00	0.72%
Brevard Court Indirect Fees	\$0.00						\$0.00	0.00%
Supplies								
Office Supplies 551001	\$9,000.00		\$325.01		\$8,674.99		\$9,000.00	100.00%
Operating Supplies 552101	\$60,000.00	\$537.00			\$25,402.60	\$7,376.77	\$33,316.37	55.53%
Furniture & Fixtures	\$7,500.00				\$409.53		\$409.53	5.46%
Maintenance Uniforms 552001	\$6,500.00		\$3,715.48			\$2,784.52	\$6,500.00	100.00%
Books, Publications, Subscriptions								
Books & Publications 555001	\$300.00				\$300.00		\$300.00	100.00%
Memberships								
Dues & Memberships 554001	\$10,000.00			\$375.00	\$6,728.24		\$7,103.24	71.03%
Capital Outlay								
Vehicles/Equipment 561001	\$100,000.00					\$47,696.10	\$47,696.10	47.70%
Contingency								
Contingency	\$98,264.00						\$0.00	0.00%
Debt Service	\$185,000.00					\$159,908.32	\$159,908.32	86.44%
Renewal & Replacement	\$35,000.00					\$0.00	\$0.00	0.00%
Total	\$2,400,330.00	\$96,848.50	\$406,725.70	\$165,501.29	\$806,792.41	\$521,990.12	\$1,997,858.02	83.23%

Financial Review

Cash Position, Commitments, Reserves as of August 31, 2019

1) Cash On Hand:

a) Cash per Operating Fund Balance Sheet	\$1,757,644
b) Cash per Revenue Fund Balance Sheet	\$234,571
c) Cash per R & R Fund Balance Sheet	\$35,000
d) Cash per Debt Service Fund Balance Sheet	\$14,537
e) Cash per Development Fund Balance Sheet	-\$411,118
Total Cash on Hand	\$1,630,634

2) Plus Grants Receivable (*See "Grants Receivable Report")

	\$554,820
Total Cash and Grants Receivable	\$2,185,454

3) Less Restricted Cash

a) FDOT Advances	\$0
b) State Board LGIP B	\$0
Total Unrestricted Cash	\$2,185,454

4) Less Funds Committed for Operations

a) Operations Reserve (Debt Service)	\$14,537
b) Renewal & Replacement Fund	\$35,000
c) Escrow Account	\$234,571
Total Funds Committed for Operations	\$284,108

5) Less Funds Committed for Projects

Projects			Funded
TIX	Design and Construction Airfield Lighting	\$23,538	2018
TIX	Demo of Building 52	\$30,000	2018
COI	Runway Safety Area Improvements	\$16,948	2015
COI	North Area Security & Infrastructure	\$39,786	2015
COI	Port-A-Port Replacement	\$175,681	2017
COI	Runway 11/29 Settlement Rehab "dip"	\$24,861	2019
COI	South Apron Rehabilitation	\$5,400	2019
COI	Replace PAPIs	\$34,000	2019
X21	Rehabilitation of Signage and Vault	\$30,000	2021
X21	Replace PAPIs	\$3,400	2019
X21	Airfield Markings Rehabilitation	\$1,600	2019
X21	Maintenance Building	\$64,000	2019
Total Committed Funds		\$449,214	
6) Total Uncommitted Cash		\$1,452,132	

GRANTS RECEIVABLE REPORT

Date	Project	Vendor	Invoice/Pay App	Full Invoice Amount	Receivable Amount	Draw Date	Funds Received Date
8/30/2019	TIX	Airfield Lighting Rehab	HL Pruitt	Pay App 06	\$280,289.25	\$252,260.33	9/1/2019
9/27/2019	TIX	Airfield Lighting Rehab	Michael Baker	Pay App 04	\$24,304.68	\$21,874.21	no later than 10/1/2019
9/27/2019	TIX	Airfield Lighting Rehab	Michael Baker	Pay App 05	\$23,074.56	\$20,767.10	no later than 10/1/2019
7/19/2019	X21	PAPIS	AVCON	Pay App 01	\$1,224.13	\$979.30	no later than 10/1/2019
7/19/2019	X21	PAPIS	AVCON	Pay App 02	\$2,774.87	\$2,219.90	no later than 10/1/2019
8/16/2019	X21	PAPIS	AVCON	Pay App 03	\$12,007.67	\$9,606.14	no later than 10/1/2019
8/30/2019	X21	PAPIS	AVCON	Pay App 04	\$9,022.04	\$7,217.63	no later than 10/1/2019
7/19/2019	X21	Airfield Markings	AVCON	Pay App 01	\$1,000.00	\$800.00	no later than 10/1/2019
7/19/2019	X21	Airfield Markings	AVCON	Pay App 02	\$4,000.00	\$3,200.00	no later than 10/1/2019
8/16/2019	X21	Airfield Markings	AVCON	Pay App 03	\$4,000.00	\$3,200.00	no later than 10/1/2019
5/24/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 04	\$9,251.13	\$7,400.90	7/12/2019
5/24/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 05	\$6,169.52	\$4,935.62	7/12/2019
5/24/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 06	\$10,502.27	\$8,401.82	7/12/2019
7/19/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 07	\$25,000.00	\$20,000.00	8/1/2019
9/27/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 08	\$22,561.16	\$18,048.93	no later than 10/1/2019
9/27/2019	COI	Port-A-Port Replacement	Michael Baker	Pay App 09	\$9,768.18	\$7,814.54	no later than 10/1/2019
5/10/2019	COI	Port-A-Port Replacement	C&D Construction	Pay App 05	\$545,560.20	\$436,448.16	7/12/2019
7/19/2019	COI	Port-A-Port Replacement	C&D Construction	Pay App 06	\$179,646.73	\$143,717.38	8/1/2019
8/30/2019	COI	Port-A-Port Replacement	C&D Construction	Pay App 07	\$244,857.48	\$195,885.98	9/1/2019
3/29/2019	COI	North Area Security & Infrastructure	Michael Baker	Pay App 10	\$13,682.69	\$10,946.15	7/29/2019
							8/16/19 revised, resubmitted. Still pending as of 9/16/19.

\$95,727.76 draw yet to be processed

\$459,092.46 draw processed, funds yet to be received

\$620,903.88 funds received since last report