



Mr. Jerry Sansom, Chairman
Dr. Dave Hosley, Vice Chairman
Ms. Patricia Patch, Treasurer
Ms. Veronica Clifford, Secretary
Dr. Wasim Niazi
Mr. Jay Stalrit
Mr. Harry Carswell

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

AGENDA
REGULAR MEETING
JUNE 20, 2013 AT 8:30 A.M.

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** 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. May 16, 2013 - Regular Meeting

- b. Resolution Approving an FDOT Grant for the Design and Construction of an Aircraft Storage Hangar at TIX

- VII. OLD BUSINESS: None

- VIII. NEW BUSINESS:

- a. Consideration and Approval of a Second Amendment to Lease for Space Coast Jet Center and Building Rehabilitation to Building 27

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR
JULY 18, 2013 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

- b. Discussion and Consideration of the Proposed 2013 - 2014 Fiscal Year Budget
- c. Discussion and Consideration of Davies, Houser & Seacrest as Certified Public Accountant Firm to Provide Auditing Services for the Titusville - Cocoa Airport Authority
- d. Discussion and Consideration of a Letter of Support for a Proposed Hotel and Conference Center in Riverfront Center Industrial Park near TIX
- e. Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects
- f. Discussion by Mr. Brian Russell of Recent Invoiced Costs by the Michael Baker Jr., Inc. and Contractors Regarding Current Projects

IX. INFORMATION SECTION:

- a. Chief Executive Officer Report
- b. Attorney Report
- c. Check Register & Budget to Actual
- d. Administration & Project Reports

X. AUTHORITY MEMBERS REPORT

XI. PUBLIC AND TENANTS REPORT

XII. ADJOURNMENT

Respectfully submitted,

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

Jerry Sansom
Chairman



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CDI → MERRITT ISLAND AIRPORT
X2I → ARTHUR DUNN AIRPARK

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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Consideration and Approval of a Second Amendment to Lease for Space Coast Jet Center and Building Rehabilitation to Building 27

BACKGROUND

Space Coast Jet Center respectfully requests to extend their lease on Building 27 at TIX through April 30, 2018. They have also requested consideration for rent abatement for improvements made to secure a sub-lessee.

ISSUES

Based on the improvements Space Coast Jet Center has made to Building 27, they were already able to find an organization that wishes to continue to sublease the facilities.

ALTERNATIVES

The Airport Authority Board could decide not to approve any rent abatement for the improvements made to Building 27, or approve only a portion of the total monetary amount.

FISCAL IMPACT

The fiscal impact to the Airport Authority for rent abatement based on improvements to Building 27 is \$15,966.92 over a 32 month period ending on January 31, 2016.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the second amendment to the lease and the rent abatement for improvements made to Building 27 in the total amount of \$15,966.92, and (2) authorize an Authority Officer or the CEO to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM B

Discussion and Consideration of the Proposed 2013 - 2014 Fiscal Year Budget

BACKGROUND

The Titusville-Cocoa Airport Authority annually submits a tentative fiscal year budget to Brevard County to begin the budget process. Slight changes to the Budget will still be necessary as the Airport Authority still has not received all updated numbers from the County regarding items such as employee insurance, Florida retirement, solid waste, assessment fees, redevelopment fees, etc.

ISSUES

The Titusville-Cocoa Airport Authority operates on an Operations and Maintenance Budget (O & M) and is self-sustaining for daily operations. The Airport Authority receives no Ad Valorem taxes.

There was a slight change in the Budget required regarding employee retirement. The original total annual cost for the Authority's employees was \$51,497.40, the revised amount is \$70,625.00 for an increase of \$19,127.60, that was simply taken from Contingency. All other numbers previously submitted remain the same.

ALTERNATIVES

The Airport Authority Board could disapprove the proposed Budget as presented and request a modification.

FISCAL IMPACT

The overall proposed 2013 - 2014 Fiscal Year Budget is a total of \$2,315,673.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the proposed 2013 - 2014 Fiscal Year Budget, which

excludes any Ad Valorem taxes, for submittal to the County, and (2) authorize an Authority Officer or the CEO to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM C

Discussion and Consideration of Davies, Houser & Seacrest as Certified Public Accountant Firm to Provide Auditing Services for the Titusville - Cocoa Airport Authority

BACKGROUND

Davies, Houser & Seacrest wishes to renew their audit service contract with the Airport Authority under the terms detailed in attached engagement letter.

ISSUES

Davies, Houser, & Seacrest has provided a high level of audit and associated CPA services to the Airport Authority for the last several years.

ALTERNATIVES

The Airport Authority Board could approve or disapprove the request for renewal of audit services by Davies, Houser & Seacrest.

FISCAL IMPACT

Fees proposed for 2010 auditing services from Davies, Houser, and Seacrest, CPA, P.A. were \$18,200 for the Financial Audit. The fees for 2014 and 2015 will increase 2% each year.

Fees for compliance work will be charged at the following rate:
Director - \$100 per hour, Supervisor - \$85 per hour, and staff - \$75 per hour. It is estimated the fee for the compliance portion of the audit should not exceed \$6,500.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Davies, Houser and Seacrest, CPA, P.A. 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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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM D

Discussion and Consideration of a Letter of Support for a Proposed Hotel and Conference Center in Riverfront Center Industrial Park near TIX

BACKGROUND

A developer has asked the City of Titusville for an extension on submitted plans for consideration of a hotel and conference east of TIX. The developer initially requested consideration from the FAA (7460-1 form - Notice of Proposed Construction or Alteration Near an Airport) for a height of 120ft. FAA's initial review letter (included for the Board's convenience states 81ft. would result in no hazard, 91ft. may result in a hazard finding, but with no significant adverse impact, but would require marking and/or lighting.

The developer is requesting support letters from the City and the Authority for 91ft. The City has reached out to Staff asking for support (letter attached).

Initial reviews from Staff, our engineers, and the FAA show 91ft. would not adversely affect operations around TIX. Staff also reached out to users most likely to be flying lower in the proposed area such as Bristow Academy for their input as well.

ISSUES

The Authority has a responsibility to manage and protect the aviation community at and around Space Coast Regional Airport as well as the other two airports, but also needs to help foster economic development when it is compatible. The proposed hotel in Vector Space Industrial Park, meets the necessary FAA airspace Part 77 clearances for the requested height, with a few concerns. Refer to FAA letter for required survey documents and information for official clearance.

As a side worth mentioning; it should be understood that developments around the airport are subject to aircraft noise levels that the public may feel is offensive. This development is certainly within the range of heightened aircraft operations and noise levels. Noise complaints

can be a serious issue for airports, possibly resulting in additional manpower and expensive monitoring.

TCAA should always recommend that public facilities in and around the airport, acknowledge the airport's operations, which include flight paths, existing and future aircraft types, noise, and proximity.

The Board may wish to recommend - at the developers discretion, additional sound insulation be incorporated into the facility.

ALTERNATIVES

The Board could decide to send a letter of support for the proposed development east of TIX or not.

FISCAL IMPACT

None identified at this time.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Approve the request for support of the proposed development, and direct Staff to write the letter adding the agreed upon concessions mentioned in the FAA letter and any other the Board wishes, and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM E

Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects

BACKGROUND

Airport Engineering Company is currently conducting the engineering and oversight work for various 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. Brian Pendleton, of AEC, 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 Airport Engineering Company and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: June 20, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM F

Discussion by Mr. Brian Russell of Recent Invoiced Costs by the Michael Baker Jr., Inc. and Contractors Regarding Current Projects

BACKGROUND

The Michael Baker Jr., Inc. 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. Brian Russell, of Michael Baker Jr., Inc. 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 Jr., Inc. and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.