

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 & Secret. 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