



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
DECEMBER 19, 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. November 21, 2013 - Regular Meeting
 - b. 2014 Proposed Board Meeting Schedule

- VII. OLD BUSINESS: None
- VIII. NEW BUSINESS:

- a. Discussion and Consideration of a Lease for Building 9 at TIX

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR
JANUARY 16, 2014 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

- b. Discussion and Consideration of a Lease for Building 51 at TIX
- c. Discussion and Consideration of an Appointment to the Spaceport Commerce Park Authority Board (NBEDZ)
- d. Discussion and Consideration of the Evaluations and Performance of the Chief Executive Director Over the Past Year
- 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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2014 BOARD MEETING SCHEDULE

January 16, 2014 – Regular Meeting
February 20, 2014 – Regular Meeting
March 20, 2014 – Regular Meeting
April 17, 2014 – Regular Meeting
May 15, 2014 – Regular Meeting
June 19, 2014 – Regular Meeting
July 17, 2014 – Regular Meeting
August 21, 2014 – Regular Meeting – 4:00 PM
August 21, 2014 – First Budget Hearing – 5:01 PM
September 18, 2014 – Regular Meeting – 4:00 PM
September 18, 2014 – Second Budget Hearing – 5:01 PM
October 16, 2014 – Regular Meeting
November 20, 2014 – Regular Meeting
December 18, 2014 – Regular Meeting

**All Regular & Special Board Meetings & Workshops will be held
at 8:30 a.m. at the Airport Authority Office located at the Space
Coast Regional Airport, 355 Golden Knights Blvd., Titusville,
Florida unless an alternative time is set by the Board.**



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MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 19, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion and Consideration of a Lease for Building 9 at TIX

BACKGROUND

Comp Air wishes to expand its operations at TIX and is interested in leasing Building 9. There are multiple high end contracts close to being finalized and Comp Air would need to expand rather quickly into additional facilities.

ISSUES

Comp Air has been in business for 23 years operating in and around COI. Their reputation and proven ability has allowed increased consideration in multiple growing markets facilitating Comp Air's need to expand.

Comp Air is close to closing several deals that would bring more jobs to the area.

ALTERNATIVES

The Airport Authority Board could decide to approve, not approve or request some alternative business terms for the new lease for Comp Air.

FISCAL IMPACT

Building 9 (includes parking and ramp area): Annual rent of \$59,990.69 payable in twelve (12) monthly installments of \$4,999.22 per month beginning with the Commencement Date.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve a lease with Comp Air for Building 9 at TIX 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: December 19, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM B

Discussion and Consideration of a Lease for Building 51 at TIX

BACKGROUND

The Omega Group currently operates out of Alexandria, VA and is interested in possibly locating to TIX. The Omega Group is involved in ceratin UAV and UAS functions and even partners with the NASS folks on certain government contracts.

ISSUES

Authority Staff has still not received all required documents to ensure due diligence on the Omega Group, but expects it any time.

ALTERNATIVES

The Airport Authority Board could decide to approve, not approve or request some alternative business terms for the new lease for the Omega Group.

FISCAL IMPACT

Building 51 (includes parking, and ramp areas):
First year's Annual rent of \$18,000.00, payable as follows:
One Thousand (\$1,000.00) Dollars per month beginning January 1, 2014 and continuing on the 1st day of each month for a period of six (6) months, up to and including June 1, 2014; then Monthly rent of Two Thousand (\$2,000.00) Dollars per month beginning July 1, 2014 and continuing on the 1st day of each month up to and including December 1, 2014; then Annual Rent of \$88,494.49 payable in twelve (12) monthly installments of \$7,374.54 per month beginning with January 1, 2015, and except as increased pursuant to the Agreement, shall continue through the remainder of the Lease term.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve a lease with the Omega Group, contingent on receiving all required documents and a satisfactory review by staff and legal for Building 51 at TIX 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: December 19, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM C

Discussion and Consideration of an Appointment to the Spaceport Commerce Park Authority Board (NBEDZ)

BACKGROUND

Each year the Airport Authority appoints one member on the Board of Directors to serve on the Spaceport Commerce Park Authority Board. Dr. Hosley has served in this capacity for the last five years.

ISSUES

None identified.

ALTERNATIVES

The Airport Authority Board could ask Dr. Hosley to continue to represent the Airport Authority on the Spaceport Commerce Park Authority Board or select someone else.

FISCAL IMPACT

There is no impact identified at this time.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) select a Board Member to serve on the Park Board for the next year, and (2) authorize an Authority Officer or the Executive Director 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: December 19, 2013

ITEM DESCRIPTION - NEW BUSINESS ITEM D

Discussion and Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year

BACKGROUND

I am truly grateful for your consideration and appreciate the opportunity to share information to supplement your evaluation of my professional performance, experience, abilities, education and skills. This year marks my seventh year with the honor of serving. As you all know, you will be evaluating my professional performance, abilities, and skills in improving our relationships and partnerships with everyone, continuing to accelerate our strategic development in creating a system of airports everyone can be proud of having in their community, and as always, seeking all opportunities to grow as a true economic engine for Brevard County and the surrounding areas we serve.

I would truly hope that the Board is excited about the tremendous improvements to our facilities and our image over the last few years and are extremely happy at the rate in which we are making things happen. You most definitely deserve it. I am working very hard to create a system of airports everyone can be proud of having in their community and we are not done by a long shot. As you know, there are still several additional large-scale projects heading our way in the very near future. The list of projects/accomplishments has gotten so long; I have provided it to the Board as an attachment for your convenience. Also worth mentioning is in an ongoing assertive effort to constantly streamline our processes and always provide the best service possible, such as the process of working toward the Authority becoming its own permitting authority. We have also begun working toward the Authority getting its Space Port License to ensure there is no opportunity for job creation and substantial economic development that the Authority is not ready for in supporting the surrounding communities. I would be grateful for the Board's sincere consideration in recognizing these additional responsibilities that no other Director has ever attempted or had to do and understand the additional workload associated with being our own permitting authority as well as having our own Space Port License as just a couple of examples. Just our normal project load is roughly and constantly four times more than ever before. This is all in addition to the responsibility of running three public use airports, seven rental properties, and the self-storage facility. I am very fortunate that I truly love my job,

so thank you for the opportunity and continued support. I simply do not have bad days and I never slow down. I can promise each of you things will still continue to get better.

The dedicated focus on always improving relations with everyone from all elected officials, to local consultants and contractors, to the Airport Authority's overall image in the surrounding communities is of the highest priority. Attention to detail, improved relations and being strongly focused on customer service are proud accomplishments in serving the needs of the valued tenants and users of the three airports; Arthur Dunn Airpark, Space Coast Regional Airport, and Merritt Island Airport.

The tremendous advantage of working daily with the corporate tenants, t-hangar tenants, the Tower, and our neighbors on airport specific situations has given me great insight to the current issues facing the aviation industry as a whole and the Titusville-Cocoa Airport Authority as well as a firm understanding of the most desirable and expeditious direction to lead our airports into the future. I consider it an honor to serve the aviation needs of the good folks of our three airports from the City of Titusville, Brevard County, and throughout the nation. I will continue to better myself to always ensure the best service possible to all of you. I will always be here when you need me.

Over the last several years that I have had the privilege to serve, things have changed for the better so much that my position almost bears no resemblance to what previous Directors were tasked with for the Authority. With the Board's incredible leadership, insight, and support we are only limited by our imagination. I am fully capable to continuing to pick up speed and make even more wonderful things happen for our valued tenants, the traveling public and the communities we serve. We are honestly becoming a much appreciated, focused, large economic engine for Brevard County.

Everything provided to assist in my evaluation is the same it has been over the past several years (evaluation form, contract language, etc.), I am simply and respectfully asking for more accurate compensation commensurate with six years of outstanding evaluations, the multiple improvements to all facilities, recognition of the new "additional" revenue to the Authority, as well as the additional responsibilities associated with becoming our own permitting authority and getting our own Space Port License. The Authority truly has a 24/7 employee that is honored to serve.

Over the years together the Board was more comfortable very kindly providing me with incremental compensation increases as opposed to a very large increase all at once, so I am very respectfully asking for that consideration to help bring me more in line with other CEOs/Directors with similar facilities, responsibilities and especially achievements. In all honesty, my humble request for more closely aligned compensation would still have me on the very low end, but I would be more than happy with your kind consideration of my request. I am very, very happy here and I would never ask for anything that may in any way hinder the Authority and was not truly deserved.

Thank you for your valuable time and kind consideration. I sincerely hope the Board feels that my continued level of performance and multiple achievements this year warrant this consideration.

We continue to make good things happen for the multitudes of great people we serve.

ALTERNATIVES

The Airport Authority Board could decide to approve or disapprove the request for an increase based on performance, achievements, as well as the extent and growth of responsibilities.

FISCAL IMPACT

The fiscal impact to the Airport Authority is up to the Board of Directors, but the requested consideration can easily be managed within the current Budget.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the additional compensation commensurate with performance, achievements, and the extent of responsibilities 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: December 19, 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: December 19, 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.