

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on August 15, 2013 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; Ms. Patricia Patch, Treasurer; Dr. Wasim Niazi; Mr. Jay Stalrit; Mr. Harry Carswell; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney. Dr. David Hosley, Vice Chair and Ms. Veronica Clifford, Secretary were absent.

Call to Order

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

Approval of the Agenda

Mr. Sansom asked if there were any changes or additions to the Agenda. Seeing none, Mr. Sansom called for a motion to approve the Agenda as presented. Ms. Patch made a motion to approve the Agenda. Mr. Stalrit seconded. There were no objections. Motion Passed.

Appearances – None**Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

- 1. June 20, 2013 – Regular Meeting**
- 2. July 18, 2013 – No Quorum for Meeting**

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

Old Business – None**New Business****Item A – Discussion and Consideration of Partnerships with SpaceTec and Others**

Mr. Powell gave a brief overview of the item, stating that Staff was seeking approval on a Letter of Understanding between SpaceTec and the Airport Authority

to establish a joint relationship for educational and technical workforce professional development activities of mutual benefit. Discussion ensued.

Mr. Carswell made a motion to approve the Letter of Understanding. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

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

Mr. Powell turned the floor over to Mr. Pendleton.

Mr. Pendleton presented Pay Request Number 3 – Final in the amount of \$11,744.94 from Wolen, LLC, which was for the AWOS Installation Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice Number 6781579 in the amount of \$883.66 from Florida Today – Bid Advertisement, which was for the T-Hangar Taxilane Rehabilitation Project at Space Coast Regional Airport.

Mr. Pendleton presented Pay Application Number 3 in the amount of \$13,357.35 from Great Southern Contractors, which was for the Roof Replacement Project at Space Coast Regional Airport.

Mr. Carswell made a motion to approve the invoices. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

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

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

Mr. Russell presented Invoice Number 12 in the amount of \$14,097.68 and Invoice Number 13 in the amount of \$1,675, both from LPA/Baker and Pay Request Number 13 in the amount of \$119,419.95 from Arnco Construction, which were for the ARFF Facility Construction Project at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 9 in the amount of \$2,097 from LPA/Baker, which was for the ARFF Vehicle Procurement at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 10 in the amount of \$1,642.80 from LPA/Baker, which was for the Security System Improvements at all airports. Discussion continued.

Mr. Russell presented Invoice Number 49885 in the amount of \$6,487.50 and Invoice Number 49894 in the amount of \$33,022.50, both from Karl Thorne

Trucking, which were for the Westside Land Clearing Project at Space Coast Regional Airport.

Dr. Niazi entered the meeting at 4:25 p.m. Discussion continued amongst the Board.

Mr. Sansom called for a motion to approve the invoices. Dr. Niazi made the motion. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item D – Discussion and Consideration of an Agreement with Rocket Crafters, Inc.

Mr. Powell gave a brief overview of the item, explaining that Rocket Crafters would provide the Airport Authority with consulting services for the spaceport licensing procedure and in return the Airport Authority would waive the rental fees for Rocket Crafters' first six months of occupancy in a wing of the Administrative Building at Space Coast Regional Airport. Discussion continued amongst the Board.

Mr. Carswell made a motion to approve the agreement. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Information Section

CEO Report

Mr. Powell reported that Airport Authority Staff was doing a good job with the several projects which were well under way.

Mr. Powell gave a brief summary of the progress on current projects. Discussion continued.

Mr. Powell stated that inspections had taken place and there were no discrepancies at Merritt Island Airport or Arthur Dunn Airpark; however, the inspector was very thorough and found discrepancies at Space Coast Regional Airport that would need to be fixed. Mr. Powell stated that the Airport Authority would be seeking funding to help with those issues. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles reported that there would be an Executive Session held at 5:15 p.m.

Mr. Pickles concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that financials had been provided and everything was in line.

Administration & Project Reports

Mr. Powell stated that updates had been provided.

Dr. Niazi asked about the Runway Safety Area Project at Merritt Island Airport. Mr. Powell gave a brief overview on the progress of that project. Mr. Brian Russell from LPA/Baker gave a detailed explanation. Discussion continued.

Mr. Sansom remarked that Mr. Russell from LPA/Baker and Mr. Powell should work on a memo to resolve procedural issues of reimbursable expenses with FDOT and FAA. Discussion continued.

Authority Members Report

Mr. Carswell commented that he noticed on the Project Report that there were several projects at Space Coast Regional Airport, but not for Merritt Island Airport. Mr. Powell stated that the Airport Authority was getting ready to do a very large project at Merritt Island Airport with the Runway Safety Area. Discussion continued.

Public & Tenants Report – None**Adjournment**

Mr. Sansom adjourned the meeting at 4:50 p.m.

JERRY SANSOM, CHAIRMAN

VERONICA CLIFFORD, SECRETARY