

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on February 20, 2014 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Dr. David Hosley, Vice Chairman; Ms. Veronica Clifford, Secretary; Mr. Jay Stalrit; Mr. Harry Carswell; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney. Dr. Wasim Niazi and Ms. Patricia Patch 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. Mr. Powell stated that the Airport Authority Audit would need to be added to Presentations, and that Mr. Brian Pendleton of Airport Engineering Services needed to leave early, so he would need to present his invoices as Item A under New Business. Mr. Sansom called for a motion to approve the Agenda as amended. Ms. Clifford made a motion to approve the Agenda. Dr. Hosley seconded. Discussion continued.

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

**Appearances – None****Presentations – Discussion and Consideration of the Annual Audit Performed by Davies, Houser & Secrest**

Mr. Sansom turned the floor over to Mr. Steve Ellis from Davies, Houser & Secrest. Mr. Ellis stated that the Board had received copies of the audit and that he and his staff, Airport Authority Staff and the Authority Board's treasurer, Ms. Patricia Patch had all met to go over it. Mr. Ellis proceeded to take the Board through the highlights of the audit.

Mr. Ellis asked the Board if they had any questions. Mr. Stalrit asked if there was anything that was non-standard. Mr. Ellis stated that there was not. Discussion continued.

Mr. Ellis stated that Airport Authority Staff did a great job to assist himself and his staff during the audit procedure. Discussion continued.

Mr. Sansom asked for a motion to approve the audit. Ms. Clifford stated that she wasn't sure she wanted to vote, because there hadn't been enough time to go

through the copy of the audit. Mr. Pickles stated that the audit had to be presented to the County in a timely manner. Mr. Sansom stated that he felt comfortable with the audit. Mr. Carswell stated that he had confidence in Davies, Houser & Secrest and that he was ready to vote on the audit. Mr. Stalrit stated he was comfortable voting on it as well. Dr. Hosley made a motion to approve the audit. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

## **Consent Agenda**

### **Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

#### **1. January 16, 2014 – Regular Meeting**

### **Item B – Resolution Approving an FDOT Supplemental Grant for the T-Hangar Area at Arthur Dunn Airpark**

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. All voted aye. Motion passed.

## **Old Business**

### **Item A – Discussion and Consideration of Rent Abatement for Bristow Academy to Offset Repair Costs to 6995 TICO Road at Space Coast Regional Airport**

Mr. Powell gave a brief overview of the item, stating that the Board had approved a rent abatement of up to \$50,000, verifiable, for Bristow Academy over a two year time period. Mr. Powell explained that the lease would run out before that abatement number would be met, so Bristow wished to request that the Airport Authority allow the costs to be applied to their other leases, should they decide not to renew the lease on 6995 Tico Road when it ran out. Discussion continued.

Mr. Stalrit made a motion to approve the request. Mr. Carswell seconded. Discussion continued.

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

### **Item B – Discussion and Consideration of an Agreement with Rocket Crafters, Inc.**

Mr. Powell gave a brief overview of the item, recognizing that Mr. Ron Jones from Rocket Crafters was in attendance. Mr. Powell explained that the Airport Authority was sponsoring Rocket Crafters by allowing them to rent office space in the Airport Authority Administration Building free of charge for six months. Mr.

Powell continued, stating that there had been some delays and Rocket Crafters was asking for an extension through the month of March. Discussion continued.

Mr. Sansom recognized Mr. Ron Jones. Mr. Jones explained that the agreement was that Rocket Crafters would provide consulting to the Airport Authority regarding the Space Port Licensing process in trade for the rent. Mr. Stalrit asked if the consulting would continue onward. Mr. Jones stated that it would. Mr. Carswell stated that he was in favor of the extension, but that the consulting services should be memorialized in some way moving forward. Mr. Jones concurred. Mr. Pickles stated that if it was not memorialized then the Airport Authority stood the risk of grant assurances being broken. Discussion continued.

Ms. Clifford made a motion to approve the extension. Dr. Hosley seconded. Discussion continued.

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

### **New Business**

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

Mr. Sansom turned the floor over to Mr. Pendleton

Mr. Pendleton presented Invoice Number 14001 in the amount of \$2,250, Invoice Number 14002 in the amount of \$2,880, Invoice Number 14003 in the amount of \$284, Invoice Number 14011 in the amount of \$2,625, Invoice Number 14012 in the amount of \$4,050, and Invoice Number 14013 in the amount of \$1,018, all from Airport Engineering Company, as well as Pay Request Number 3 in the amount of \$45,558.36 from KCF Site Development, which were for the T-Hangar Taxilane Rehabilitation Project at Space Coast Regional Airport.

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

#### **Item A – Discussion and Consideration of Self-Funded Vehicles**

Mr. Powell gave a brief overview of the item, stating that Facilities needed a new vehicle and that the ARFF staff would need a vehicle. Mr. Powell stated that all of the Facilities vehicles were 2003 or older, and that a new vehicle for them would be approximately \$55,000. Mr. Powell stated that a vehicle for the ARFF staff would run around \$30,000 for a specialized SUV. Discussion continued.

Mr. Stalrit made a motion to approve the self-funded vehicle purchases. Dr. Hosley seconded. Discussion continued.

Ms. Clifford stated that she approved of the vehicle for Facilities, but felt that a lot of money had already been spent for the ARFF. Discussion continued.

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 provided an overhead visual for the West Apron Project at Space Coast Regional Airport. Mr. Russell gave a brief update on the project.

Mr. Russell presented Pay Application Number 3 in the amount of \$354,578.40 from GLF Construction, which was for the West Apron Rehabilitation Project at Space Coast Regional Airport. Discussion continued.

Mr. Russell presented Pay Application Number 4 in the amount of \$291,078 from MC2, which was for the Security Installation Project at All Airports.

Mr. Russell presented Pay Request Number 17 in the amount of \$12,428 from Arnco, which was for the ARFF Facility Project at Space Coast Regional Airport. Mr. Russell stated that the final retainage on this project was \$0 and that there was \$35,000 remaining in the grant, which the Airport Authority would like to use. Mr. Powell added that it would have to be within the scope of the project. Mr. Russell stated that the grant would remain open for the value remains and that it expired in June. Discussion continued.

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

Mr. Sansom and Mr. Russell discussed the Spaceport License.

**Information Section**

**CEO Report**

Mr. Powell stated that Staff had made an offer of employment for the Fire Chief at the ARFF station, and that he was just waiting for an answer.

Mr. Powell stated that the consultants and Airport Authority Staff were doing an incredible job. Mr. Powell added that there were many high-end projects this year, and assets had increased. Mr. Powell also stated that more businesses were becoming interested in locating to this area. Discussion continued.

Mr. Powell concluded his report.

**Attorney Report**

Mr. Pickles stated that he wanted to commend the Board for raising questions regarding value for rent, etc. Mr. Pickles stated that the more the Board continued to operate as a business, the less likely the Airport Authority would be in the headlines. Mr. Pickles urged them to continue doing that. Discussion continued.

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 the reports had not changed.

Mr. Sansom reminded the Board of the North American Surveillance Systems Ribbon Cutting Ceremony on the following Thursday. Discussion continued.

Ms. Laura Canady from the Titusville EDC discussed the Ribbon Cutting event and also stated that the SEDC would be hosting the Flagler Development Company and the Port CEO, John Walsh to discuss their ongoing progress with their 350 acres located next to the Space Coast Regional Airport. Discussion continued.

**Authority Members Report**

Mr. Stalrit stated that the Air force was getting ready to launch a GPS Satellite that evening at around 8:40.

Dr. Hosley discussed some new incentives. Discussion continued.

Mr. Sansom asked Ms. Canady if Astrotech had shown any interest in being included in the Industrial Park and thus the Space Port Territory. Ms. Canady stated that she was working on some things with Astrotech and that she would be meeting with them. Ms. Canady stated at that time she would ask them. Discussion continued.

Mr. Powell stated that 4 Frontiers was getting more aggressive with their project and are looking for an investor to have a building constructed by 2016. Discussion continued.

**Public & Tenants Report**

Mr. Don White from the Merritt Island Airport discussed events that were held at the airport in January. Mr. White also announced that there would be a Young Eagles event held at the airport on May 3, 2014.

**Adjournment**

Mr. Sansom adjourned the meeting at 10:54 a.m.

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JERRY SANSOM, CHAIRMAN

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VERONICA CLIFFORD, SECRETARY