

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 21, 2017 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. Jay Stalrit, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq. Mr. Milo Zonka and Dr. John Leavitt 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 Mr. Aaron McDaniel from Michael Baker needed to leave the meeting early, so he would like to move Item C- Discussion of Invoiced Costs to Item A. Mr. Sansom called for a motion. Mr. Carswell made a motion to approve the Agenda as amended. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion Passed.

**Appearances – None****Presentations**

Mr. Powell announced that Ms. Debbie Jimenez, Director of Finance & Grant Administration, who had been with the Airport Authority for 27 years, was retiring at the end of the September. Mr. Powell stated that on behalf of the Airport Authority and the Board Members he wanted to present her with an award in recognition of her service. Mr. Powell stated that Ms. Jimenez had been instrumental all aspects of the Airport Authority business. Ms. Jimenez accepted the award. Discussion continued.

Mr. Sansom announced a short recess at 4:04 p.m. in order for everyone to have cake and take photos in honor of Ms. Jimenez.

The meeting reconvened at 4:10 p.m.

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

- 1. August 17, 2017 – Regular Meeting**
- 2. August 17, 2017 – First Budget Hearing**

Dr. Hosley 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 by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International & Contractors Regarding Current Projects**

Mr. Powell gave an overview of the item and turned the floor over to Mr. McDaniel.

Mr. McDaniel presented Invoice Number 1 in the amount of \$8,206.60 from Michael Baker International, which was for the Port-A-Port Replacement Project at Merritt Island Airport. Discussion continued.

Mr. McDaniel presented Invoice Number 3 in the amount of \$5,314.54 from Michael Baker International, which was for the Runway End Identifier Lights Project at Space Coast Regional Airport. Discussion continued.

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

Mr. McDaniel presented the Board with another award for the Runway Safety Area Project at Merritt Island Airport from the Florida Institute of Consulting Engineers, stating that this was the fourth award for this project. Discussion continued.

Mr. Powell thanked the Airport Authority Facilities Staff for all of their clean up and repair efforts following Hurricane Irma. Discussion continued.

Mr. McDaniel gave a brief update on the status of the Spaceport License application process. Discussion continued.

#### **Item B – Discussion & Consideration to Modify an Amendment to a Lease at Space Coast Regional Airport**

Mr. Powell gave brief overview of the item, stating Spaceport Avionics had initially asked for additional acreage on their lease, but after six months they were not able to utilize that acreage, so they were asking to reduce 1.75 acres to only 12,000 square feet for parking. Mr. Powell stated that they may want the area back in the future, and they were asking for the Airport Authority to retroactively reduce the rate to only the additional 12,000 square feet.

Mr. Stalrit stated that he felt it was a lot for Spaceport Avionics to ask the Airport Authority to go back in time, but agreed to amend the lease moving forward. The Board concurred. Discussion continued.

Mr. Sansom stated that he felt the location of the 12,000 square foot strip of land, would make it difficult for the rest of the acreage to be leased because it would make it hard for others to access their property without going through the parking area. Discussion continued.

Mr. Stalrit stated that maybe the lease should state that if the Airport Authority got a better offer then Spaceport Avionics would have to make a decision to take the whole area or allow access to the new tenant. Mr. Powell and the Board concurred.

Mr. Stalrit made a motion to amend the lease from the current date forward for the requested amount for the remainder of the term and that Spaceport Avionics has first right of refusal in the event that another business wanted to develop the area, giving Mr. Powell authority to execute the lease. Dr. Niazi seconded. Discussion continued.

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

### **Item C – Discussion & Consideration of an Extension to the Short Term Lease for Building 51 at Space Coast Regional Airport**

Mr. Powell gave a brief overview of the item, stating that Global Aviation wanted to extend their short term lease with an option for an additional six months.

Mr. Carswell made a motion to extend the lease. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

## **Information Section**

### **CEO Report**

Mr. Powell reported that Staff had been busy after Hurricane Irma and that everyone, to include Michael Baker staff, had done an exceptional job. Mr. Powell stated that the insurance adjuster had already been there to assess the damage and that the approximate cost of the damages at all three airports was about \$350,000, which could be more once work was started. Discussion continued.

Mr. Powell stated that the Request for Qualifications for Legal Services would need to be extended, but hopefully there would be something to bring to the Board at the next meeting.

Mr. Powell concluded his report.

### **Attorney Report – None**

### **Check Register & Budget to Actual**

Mr. Powell stated that the reports were provided late, but sent to the Board electronically. Mr. Powell stated that he would be happy to answer any questions anyone may have on them.

### **Administration & Project Reports**

Mr. Powell stated there was nothing new to report, but the notice of award had been signed for the REILS Project. Mr. Powell stated that there had been some delays with regard to the Infrastructure & Security Project at Merritt Island Airport. Discussion continued.

Mr. Stalrit asked if there were any updates on the Millsource retention pond for their extension. Mr. Powell stated that the FAA was trying to figure out how to go back to the initial Runway End Protection Zone so it wasn't an impact. Mr. Powell stated that he went to the permitting department at the City of Titusville to ask them to get creative and see what they could do to help Millsource moving forward. Discussion continued.

### **Authority Members Report**

Dr. Hosley asked Mr. Powell if he had any interaction with the Valiant Air Command regarding the changes they were going through. Mr. Powell stated that he knew they were making changes, but had heard nothing else.

Dr. Hosley asked about Bristow and Airscan at Space Coast Regional Airport. Mr. Powell stated that there was a possibility that Airscan was going to sell the FBO on the West side of the airport. Mr. Powell also stated that Bristow would be making an internal announcement on some changes within the next couple of days. Discussion continued.

Mr. Carswell stated that he would like any shortlisted RFQ's to come to the Board meeting so Board members could have a chance to interview them. Mr. Powell stated that in regards to the Real Estate Brokerage, those bidders had already been chosen by the Board, but once there were bidders for the Legal Services, he would be sure to bring them before the Board. Discussion continued.

### **Public & Tenants Report**

Mr. Don White from Merritt Island Airport announced that the next Young Eagles event would be on October 14<sup>th</sup>. Mr. White stated that Arthur Dunn Airpark would have their Young Eagles event on October 21<sup>st</sup>.

Mr. White thanked the Facilities Staff for their help after Hurricane Irma. Discussion continued.

### **Adjournment**

Mr. Sansom adjourned the meeting at 4:58 p.m.

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JERRY SANSOM, CHAIRMAN

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HARRY CARSWELL, SECRETARY