

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on February 16, 2017 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; Mr. Jay Stalrit, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Dr. John Leavitt; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq. Mr. Milo Zonka was 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 asked for a motion. Dr. Leavitt made a motion to approve the Agenda. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion Passed.

Appearances – None**Presentations – Mr. Steve Ellis, of Davies, Houser & Secret Presentation of the Annual Audited Financial Statements for the Board's Consideration**

Mr. Ellis presented the audit to the Board, stating that they all received a draft copy and that it was an unmodified opinion that complied with generally accepted accounting standards. Mr. Ellis introduced his assistant, Mr. Will Gonzalez, and read the audit statement which said that the Airport Authority operated within budget and complied with all funding requirements. Mr. Ellis also stated that there were a few adjustments and then gave an overview of the procedures. Mr. Ellis stated that the Airport Authority Staff was very cooperative.

Mr. Ellis went through some of the highlights of the audit, summarizing that total debt was \$1.8 million and net worth was \$59 million, which was mostly infrastructure. Mr. Ellis also stated that there was \$678,000 in unrestricted funds and \$1.5 million in cash and receivables.

Mr. Sansom exited the meeting at 9:00 a.m. Mr. Stalrit took his place as acting Chair. Discussion continued.

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

Consent Agenda**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. January 19, 2017 – Regular Meeting**

Dr. Hosley made a motion to approve the Consent Agenda as presented. Dr. Leavitt seconded. Mr. Stalrit called the question. There were no objections. Motion passed.

Old Business – None**New Business****Item A – Discussion & Consideration of a Request for Proposals for Commercial Real Estate Brokerage of the Titusville-Cocoa Airport Authority's Property**

Mr. Powell gave an overview of the item, stating that Staff had looked at the policies of other entities such as the Port Authority and Melbourne International Airport to draft a Request for Proposals for a Commercial Real Estate Brokerage. Mr. Powell stated that the standard brokerage fee was 10% based on what they would bring in, and that there would be no negotiations until the selection was made. Discussion continued.

Dr. Hosley made a motion to approve the RFP. Dr. Leavitt seconded. Discussion continued.

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

Item B – 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. Mr. Powell stated that Global Aviation wanted to extend their lease for another six months with an additional six month option. Discussion continued.

Mr. Stalrit called for a motion to approve the lease extension. Dr. Leavitt made a motion. Dr. Hosley seconded. Mr. Stalrit called the question. There were no objections. Motion passed.

Item C – 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 Pay Request Number 9 in the amount of \$3,800 from Sterling Enterprises, which was for the Runway Safety Area Improvements Construction Project at Merritt Island Airport. Discussion continued.

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

Mr. McDaniel gave an update on the North Area Security & Infrastructure Project at Merritt Island Airport, stating that the project was a phased project and that things were now starting to move forward. Mr. McDaniel stated that the first part would be to construct a retention pond in a different location. Discussion continued.

Mr. McDaniel discussed the dip in the runway at Merritt Island Airport and explained how it would be fixed. Discussion continued.

Information Section

CEO Report

Mr. Powell reported that during the Runway Safety Area Improvements Project at Merritt Island Airport a mitigation seagrass island had been formed. Mr. Powell stated that during that process Ms. Laurilee Thompson was instrumental in partnering with the Brevard Zoo and the Airport Authority to coordinate and donate the seagrass replanting on the mitigation island to help improve the overall health of the river. Mr. Powell stated that because of Ms. Thompson's involvement Staff would like to dedicate a plaque from the Airport Authority in her father's name as a way of saying thank you. Mr. Powell stated that the plaque would cost about \$200.

Dr. Hosley made a motion to approve the plaque. Dr. Niazi seconded. Mr. Stalrit called the question. There were no objections. Motion Passed.

Mr. Powell reported that the County had asked the Airport Authority to be a sponsor and participate with them at the Aviation Maintenance Conference in Orlando. Mr. Powell stated that the cost would be \$2,000. Mr. Stalrit asked how that would benefit the Authority. Mr. Powell stated that he didn't have a lot of detail, so he couldn't say what the return on investment would be. Discussion continued.

Dr. Hosley stated that he recommended sending a rep and just pay the registration fee, and that he didn't recommend paying the \$2,000 the County was asking for. The Board concurred. Mr. Stalrit asked what the cost of the registration was. Mr. Powell stated that he wasn't sure.

Dr. Hosley made a motion to not participate with the County for \$2,000. Dr. Niazi seconded. Mr. Stalrit called the question. There were no objections. Motion passed.

Mr. Stalrit asked Mr. Powell to please let the Board know at the next Board meeting how much the registration fee was and who would attend.

Mr. Powell stated that the Airshow was coming up on March 10 and that he hoped everyone could come.

Mr. Powell reported that Staff had attended a gaming meeting with FDOT and FAA and they were supportive in putting together a scope to possibly do an airfield lighting project at Space Coast Regional Airport, due to the issues with the lighting during the inspection. Discussion continued.

Dr. Niazi asked if the Port-o-Port hangars at Merritt Island could be rehabbed. Mr. Powell stated that Staff had looked into the cost to do that, but it would be more effective to replace them with box hangars. Mr. Powell stated that the current tenants would be moved to another hangar. Discussion continued.

Dr. Niazi left the meeting at 10:08 a.m.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles reported that there was no movement in the Welsh litigation, stating that he had reached out their attorney, but there was no response.

Mr. Pickles concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the reports were provided.

Administration & Project Reports

Mr. Powell stated that the reports had been trimmed down and were current.

Mr. Stalrit asked if Staff and the Consultants had done an application for the retention pond at Merritt Island. Mr. McDaniel from Michael Baker stated that it had been submitted and was approved.

Dr. Leavitt asked when the work would start on the dip in the runway at Merritt Island. Mr. McDaniel stated that it should start in October, but it would depend on whether the funds were coming from entitlement or discretionary. Mr. Stalrit asked if it would be a 95/5 grant. Mr. McDaniel confirmed that it would be. Discussion continued.

Authority Members Report

Dr. Leavitt stated that he had been getting a lot of complaints that the restrooms were not being stocked. Mr. Powell stated that the Facilities Staff was constantly restocking, but it often seemed that the supplies were being used up very quickly. Discussion continued.

Dr. Hosley stated that Staff should look into the County Space Club and attend their monthly meetings. Discussion continued.

Dr. Hosley made a motion to allow up to \$200 annually for Mr. Powell to attend the Space Club meetings and lunches. Dr. Leavitt seconded. Mr. Stalrit called the question. There were no objections. Motion passed.

Public & Tenants Report

Mr. Tony Yacono from the Merritt Island Airport thanked the Facilities Staff for taking good care of the restrooms. Mr. Yacono also announced the 25th Young Eagles event in March and stated that a school in Eau Gallie was going to bring 100 students.

Mr. Yacono handed out a list to the Board that was an overview of issues that the Merritt Island tenants wished to share with the Airport Authority. Mr. Yacono went over the list with the Board. Discussion continued.

Mr. Russell Vanderhoof from Merritt Island Airport stated that the lights at the Fuel Farm had been out for two months. Mr. Vanderhoof also stated that there was a dead tree on a neighboring property that hung over the electric lines that feed the Fuel Farm. Mr. Powell stated that Staff would look into it. Discussion continued.

Mr. Phil Stasik from Merritt Island stated that he had used the airport for decades and thanked Staff and the Board for providing such great facilities. Mr. Stasik also inquired about the Liquid Natural Gas plant that was proposed adjacent to Space Coast Regional Airport, asking if the Airport Authority had looked into the impact it may have. Mr. Powell stated that he wasn't sure that it would come to fruition, but Staff had researched and felt there would be no impact to the airport. Discussion continued.

Adjournment

Mr. Stalrit adjourned the meeting at 10:42 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY