

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 16, 2019 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. Milo Zonka, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. David Hosley; Mr. John Craig; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney.

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 proposed changes to the Agenda. Mr. Powell stated that the Board had previously approved a lease contingent on some additional back-up documentation of repairs at Building 51 at Space Coast Regional Airport for Global Aviation. Mr. Powell stated that the Board had asked for an update. Mr. Powell stated that Mr. Doug Matthews from Global Aviation was in attendance to address the Board and answer questions, and that he would like to be put on the Agenda under "Appearances".

Mr. Sansom called for a motion to approve the Agenda as amended. Mr. Zonka made the motion. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. John Craig entered the meeting at 8:34 a.m.

Appearances – Mr. Doug Matthews from Global Aviation

Mr. Powell gave a brief history of the item and turned the floor over to Mr. Matthews. Mr. Matthews stated that Global Aviation had spent roughly \$50,000 on improvements to the building, but the CPA did not keep all of the invoices. Discussion continued.

Mr. Sansom stated that it would be good to get to the level to approve the lease and make sure that Global Aviation could provide more back-up at a later date. Mr. Zonka stated that he would like to get the CPA detail. Discussion continued.

Mr. Bird stated that he felt it was appropriate to ask for more detail from the CPA and then have Global Aviation sign the lease. Mr. Sansom and the Board concurred.

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

- 1. February 21, 2019 – Regular Meeting**
- 2. April 18, 2019 – Regular Meeting**

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

Presentations – None

Old Business – None

New Business

Item A – Discussion & Selection of a Treasurer for the Board

Mr. Powell gave a brief overview of the item, stating that Dr. Leavitt had resigned his post and the Board would need to elect a new Treasurer.

Mr. Sansom asked for nominations. Mr. Craig volunteered to serve as Treasurer.

Mr. Sansom called for a motion to appoint Mr. Craig as Treasurer. Mr. Zonka made the motion. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion & Consideration of Evaluations for Legal Counsel

Mr. Powell gave a brief overview of the item, stating that Board Member evaluation forms, along with all of the invoices from the law office, had been provided at the last Board meeting, but Staff had not received any completed evaluations. Mr. Sansom stated that Staff could compile the evaluations now and send them to the Board for discussion next month.

Mr. Zonka suggested that all invoices be sent to the Board from now on. Mr. Craig concurred, and stated that perhaps they could be sent quarterly or monthly. The Board agreed that they should be sent to them monthly. Discussion continued.

Item C – Discussion & Consideration for the 2019-2020 Fiscal Year Budget

Mr. Powell gave an overview of the item, stating that there were some slight changes from the last presentation of the budget. Mr. Powell explained that the line items for projects was now broken down into airports. Mr. Powell also pointed out that the budget showed a savings from the removal of long-term employees and the removal of a proposed position, as well as increased revenue from the new box hangars at the Merritt Island Airport. Discussion continued.

Mr. Zonka stated that it would be a good idea for Staff to provide a new information item to the Board on a monthly basis for items that have been disposed of. Discussion continued.

Mr. Craig made a motion to approve the budget as presented. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item D – Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

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

Mr. McDaniel presented Pay Request Number 16 in the amount of \$4,250.00 from Sterling Enterprises and Pay Request Number 17 in the amount of \$24,200.00 from Sterling Enterprises, which were for the Runway Safety Area Improvements Project at Merritt Island Airport. Mr. McDaniel explained that the costs were for the mitigation island improvements. Mr. McDaniel stated that there was approximately \$60,000 left in the contract and that they may be able to close it out early. Discussion continued.

Mr. McDaniel presented Pay Request Number 10 in the amount of \$545,560.20 from C&D Construction, Pay Request Number 4 in the amount of \$9,251.13 from Michael Baker International and Pay Request Number 5 in the amount of \$6,169.52 from Michael Baker International, which were for the Port-a-Port Replacement Project at Merritt Island Airport.

Mr. McDaniel presented Pay Request Number 1 in the amount of \$35,712.78 from Michael Baker International, Pay Request Number 2 in the amount of \$26,809.31 from Michael Baker International, Pay Request Number 1 in the amount of \$50,787.90 from H.L. Pruitt and Pay Request Number 2 in the amount of \$162,675.00 from H.L. Pruitt, which were for the Airfield Lighting Rehabilitation Project at Space Coast Regional Airport.

Mr. Craig made a motion to approve the invoices. Dr. Hosley seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Mr. McDaniel gave an update on the Spaceport License procedure, stating that there they were awaiting final signatures, and a public meeting would be scheduled. Mr. McDaniel stated that it was looking as though there would be an approval by January.

Information Section

CEO Report

Mr. Powell reported that the Valiant Air Command was still moving forward on their development, and they had given him a draft of a detailed letter of intent that outlined exactly what they were asking for. Mr. Powell stated that their initial plan was to put in a large apron directly behind the Vietnam Display Hangar, followed by an events center in the next phase. Discussion continued.

Mr. Zonka asked for an update on the access issue with the FAA. Mr. Powell replied that Staff had sent out letters to the tenants and was working on distributing new access cards. Mr. Powell added that the process was about half done.

Mr. Powell reported that in an effort to clean the markings on Runway 9-27 at Space Coast Regional Airport, the pressure washer started taking up the paint, so Staff was currently trying to figure out a remedy for that situation. Discussion continued.

Mr. Zonka asked Mr. Powell if Runway 9-27 was due for any restoration any time soon. Mr. Powell stated that it would be completely re-done next year. Discussion continued.

Mr. Sansom asked Mr. Powell what the status was on the Board member replacement. Mr. Powell stated that the City of Titusville was advertising for interested parties and was actively working on it.

Mr. Zonka asked who was going to be funding the Valiant Air Command ramp. Mr. Powell stated that the Airport Authority would be able to help them by getting an Economic Development Grant, which was a 50/50 grant. Mr. Sansom stated that if the VAC was interested in any legislative support, they should let their representative know by September to put in a budget request. Mr. Zonka stated that as another alternative, if the ramp was available for public use, they may be able to get an 80/20 grant. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird reported that there would be an Executive Session regarding the Welsh case following the meeting.

Mr. Bird reported that he was working on amendment to the exclusive leasing agreement with Lightle Beckner.

Mr. Bird stated that the Delta Hotel Aviation Group at Space Coast Regional Airport had defaulted on their agreement, and he would pursue it.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the financials had been provided. Discussion continued.

Administration & Project Reports

Mr. Powell stated that the report was provided and would be happy to answer any questions. Discussion continued.

Authority Members Report

Mr. Sansom discussed the next legislative session and stated that there would be some good opportunities for the Airport Authority, and that anything related to aviation and transportation looked to be in good shape.

Public & Tenants Report

Mr. Don White from Merritt Island Airport stated that the most recent Young Eagles event flew 119 kids and half of them were first timers. Mr. White distributed a report to the Board. Mr. White stated that the events would be held three times a year now, and the next event would be October 26th.

Adjournment

Mr. Sansom adjourned the meeting at 9:39 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY