

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on January 17, 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; Dr. John Leavitt, Treasurer was in attendance via teleconference.

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. Zonka stated that he would like to add the discussion of Staff Improprieties as a presentation. Mr. Sansom called for a motion to approve the Agenda as amended. Dr. Leavitt made the motion to approve the Agenda as amended. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Appearances – Mr. Norm Daniels and Mr. Aaron McDaniel Discussing Possible Expansion Plans for the Valiant Air Command at Space Coast Regional Airport

Mr. Norm Daniels from the Valiant Air Command (VAC) presented the Board with a handout and stated that the VAC was outgrowing their current space and wanted to add more hangars to include a restaurant and other space for the many events that they were booking. Mr. Daniels stated that he was looking for permission and direction from the Board. Discussion continued.

Mr. Daniels turned the floor over to Mr. Aaron McDaniel from Michael Baker International. Mr. McDaniel gave an overview of the plans. Discussion continued.

The Board concurred that the VAC should move forward with the plans for the new additions. Discussion continued.

Consent Agenda**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. December 20, 2018 – Regular Meeting**

Mr. Sansom called for a vote on the Consent Agenda as presented. There were no objections. Consent Agenda was approved.

Presentations – Discussion of Staff Improprieties

Mr. Powell gave an overview of the item stating that Staff had looked into allegations of misappropriation by two Airport Authority staff members and found apparent improprieties regarding borrowing of equipment and items purchased that didn't fit any of the Airport Authority vehicles. Mr. Powell stated that when Staff looked further into the allegations they discovered a situation regarding certain assets from many years ago as well. Mr. Powell stated that Staff asked the employees to explain, but the explanations didn't add up, and in the process of the investigation it was discovered that one of the employees was allegedly scrapping materials for personal gain. Mr. Powell stated that the two employees were put on administrative leave, and when given their options according to the Airport Authority Policies and Procedures to either have a hearing or resign, the two employees resigned after 3 days of administrative leave.

Mr. Bird stated that this was a multi-faceted issue and that Staff acted quickly. Mr. Bird explained the policy, stating that the resignations handled the problems on the short term. Mr. Bird stated that he and Staff discussed additional measures that could be taken, including potential revisions to the Policies and Procedures, to address inventory in particular, and felt it important to get Board input.

Mr. Sansom asked what Mr. Powell and Mr. Bird recommended.

Mr. Powell stated that Staff took proactive measures to try and ascertain how to better secure Airport Authority property and look at additional procedures to protect assets, such as acquiring additional security systems to be placed at the Facilities Department and at the ARFF. Mr. Powell stated that Staff was already looking into coordinating conversations with additional entities that have gone through a similar situation, where they had adopted and implemented additional policy procedures with regard to asset management. Mr. Powell stated that during the entire process Staff has been in communication with law enforcement. Discussion continued.

Mr. Sansom asked if there was anything the Board needed to do today. Mr. Zonka made a motion to file a police report to recover Airport Authority property. Mr. Craig seconded. Discussion continued.

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

Mr. Zonka asked if separation payments for the two employees could be held. Mr. Zonka made a motion to withhold any severance payments until the issue was resolved. Dr. Leavitt seconded. Mr. Craig stated that he didn't think it was necessary to give Staff that directive since it was in the policies. Discussion continued.

Ms. Ashley Campbell, Manager of Finance & Grant Administration, stated that with the previous motion and statements she wanted to clarify that when Staff met with law enforcement they said that on that day if Staff wasn't able to provide

proof that the Airport Authority owned the equipment in question that they would have been able to retrieve the equipment immediately. Ms. Campbell stated that Staff was not able to provide proof that the equipment was owned by the Airport Authority, which had been an ongoing issue. Discussion continued.

Mr. Sansom called the question. There was one objection by Mr. Craig. Motion passed.

Mr. Zonka suggested that the Airport Authority reach out to the County for help with asset management and auditing. Discussion continued.

Old Business – None

New Business

Item A – Discussion & Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year

Mr. Powell gave an overview of the item, stating that the Board had discussed the evaluation at the December Regular Board meeting, and made a decision to bring it back to the current Board meeting after looking over all the individual evaluations. Discussion continued.

Mr. Powell gave a brief overview of his accomplishments as CEO of the Airport Authority.

The Board members discussed their individual evaluations of Mr. Powell's performance.

Item B – 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 10 in the amount of \$13,682.69 from Michael Baker International, which was for the North Area Security and Infrastructure Project at Merritt Island Airport.

Mr. McDaniel presented Pay Request Number 2 in the amount of \$83,273.40 from C&D Construction and Pay Request Number 2 in the amount of \$26,293 from Michael Baker International, which were for the Port-a-Port Replacement Project at Merritt Island Airport.

Mr. McDaniel gave a brief update on the projects.

Mr. Zonka briefly took over for the Chairman at 9:16 a.m.

Dr. Hosley made a motion to approve the invoices. Mr. Craig seconded. Mr. Zonka called the question. There were no objections. Motion passed.

Mr. McDaniel gave a brief update on the Spaceport License Application process, stating that a public meeting would be scheduled, probably in February. Discussion continued.

Mr. Sansom returned to the Chair at 9:28 a.m.

Information Section

CEO Report

Mr. Powell stated that at the last Regular Board meeting the Board had asked Staff to provide a report what he did from one month to the next, and asked if he could do that in his CEO Report. Mr. Powell proceeded to discuss the improved relationship with the County EDC. Mr. Powell stated that Staff was continuing to meet with community leaders and elected officials to help facilitate a better relationship in the communities.

Mr. Powell stated that he was coordinating a meeting with Eastern Florida State College to discuss potential lease possibilities. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird reported that The Airport Authority had been sent a trial docket for the Welsh Construction matter, and that it would be in July. Mr. Bird stated that he received some additional discovery from Welsh, and that the Airport Authority may be filing a counter-claim. Mr. Bird stated that he would keep the Board apprised.

Mr. Bird discussed the auction that was going to take place following the meeting.

Mr. Bird stated that he would provide materials for the Board to review his firm and himself, as well as an agreed upon amendment from Lightle-Beckner to market aeronautical properties at the next Regular Board meeting, as directed by the Board at December's Regular Board meeting.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that there were no financials this month, but both months would be provided at the next Regular Board meeting.

Administration & Project Reports

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

Authority Members Report

Mr. Zonka stated that it may be a good idea to employ a third party hotline for tenant complaints. Discussion continued.

Mr. Craig stated that it may be a good idea to work on a whistleblower policy.

Public & Tenants Report

Mr. Sansom recognized Mr. John Rivera. Mr. Rivera stated that people at the airports were not following proper protocol going through the gates, and he felt there needed to be better security. Mr. Rivera also stated that it would be a good idea to put in Mo-gas at the airports to make some money. Discussion continued.

Adjournment

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

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY