Mr. Jerry Sansom, Chairman
Mr. Jay Stalrit, Vice Chairman
Mr. Milo Zonka, Treasurer
Mr. Harry Carswell, Secretary
Dr. Wasim Niazi
Dr. Dave Hosley
Dr. John Leavitt

355 Golden Knights Blvd. ✈ Titusville, Florida 32780
321.267.8780 ✈ fax: 321.383.4284 ✈ mpowell@flairport.com

AGENDA
REGULAR MEETING
FEBRUARY 16, 2017 AT 8:30 A.M.

** NOTE TO ALL PUBLIC ATTENDEES:*
The public may speak on any item on the agenda. Should someone wish to address the Airport Authority Board on a specific item, there will be request cards located on the wall adjacent to the public seating area. Be advised that these cards must be completed and presented to the Executive Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

Salute to Flag - Pledge of Allegiance.

I. CALL TO ORDER.

II. ROLL CALL.

III. APPROVAL OF THE AGENDA, AS PRESENTED

IV. APPEARANCES: None

V. PRESENTATIONS:

Mr. Steve Ellis, of Davies, Houser, & Secrest Presenting the Annual Audited Financial Statements for the Board's Consideration

VI. CONSENT AGENDA:

(These items are considered routine and will be acted upon by the Authority in one motion. If an Airport Authority Board Member requests discussion on an item, it will be considered separately.)

a. Approval of the Titusville - Cocoa Airport Authority Minutes:
1. January 19, 2017 - Regular Meeting

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

a. Discussion and Consideration of a Request for Proposals for Commercial Real Estate Brokerage of the Titusville-Cocoa Airport Authority's Property

b. Discussion and Consideration of an Extension to the Short Term Lease for Building 51 at TIX

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR MARCH 16, 2017 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

c. Discussion by Mr. Aaron McDaniel, of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

IX. INFORMATION SECTION:

a. Chief Executive Officer Report

b. Attorney Report

c. Check Register & Budget to Actual

d. Project Reports

X. AUTHORITY MEMBERS REPORT

XI. PUBLIC AND TENANTS REPORT

XII. ADJOURNMENT

Respectfully submitted,

Michael D. Powell, C.M., ACE	Jerry Sansom
Chief Executive Officer	Chairman

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR MARCH 16, 2017 AT 8:30 A.M.

ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on January 19, 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; Mr. Milo Zonka, Treasurer; Dr. David Hosley; Dr. John Leavitt; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney was in attendance via teleconference. Dr. Wasim Niazi 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. Mr. Powell asked for the Board's consideration to allow Ms. Mariben Anderson from Michael Baker International to do a brief presentation on the Runway Safety Area Project at Merritt Island Airport regarding on another environmental award. Mr. Zonka made a motion to approve the Agenda as amended. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion Passed.

Appearances – None

Presentations – Presentation on the RSA at Merritt Island Airport by Ms. Mariben Anderson from Michael Baker International

Ms. Anderson gave a Power Point presentation showing highlights of the Merritt Island Runway Safety Area and Shoreline Stabilization Project, followed by discussion. Ms. Anderson stated at the conclusion of her presentation that in either April or May there would be a press release sent out that showing the success and environmental benefits of the project. Discussion continued.

Consent Agenda

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

1. **December 15, 2016 – Regular Meeting**

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

Old Business – None

New Business

Item A – Discussion and Consideration of a Refundable Application Fee Being Required for Anyone Wishing to be on a Waitlist for Hangars

Mr. Powell gave an overview of the item, stating that the Board had requested looking into charging a fee for people who wanted to be on a waitlist for hangars at the any of the three airports. Discussion continued.

Dr. Hosley asked if other airports were charging a waitlist fee. Dr. Leavitt stated that they charged a fee at the airport in St. Petersburg. Discussion continued.

Mr. Leavitt stated that he would like to impose the fee starting in March. Mr. Pickles stated that it was entirely a Board decision and they would need to propose and pass a resolution. Mr. Sansom stated that they would need to decide what the program would be. Discussion continued.

Mr. Sansom stated that he believed the Board was clearly not ready to vote on a resolution, so he suggested not to act yet. Mr. Sansom asked Staff to look into it and put it back on the agenda for action when appropriate. Mr. Zonka recommended getting policies from other airports to bring back for discussion as well. Discussion continued.

No action was taken.

Item B – Discussion by Mr. Brian Russell 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. Russell.

Mr. Russell presented Pay Request Number 8 in the amount of $5,025 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. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Information Section

CEO Report

Mr. Powell reported that there had been another successful C-17 Operation at Space Coast Regional Airport.

Mr. Powell reported that there would be three new ground leases for large hangars in the works and hoped they would be ready for the Board's consideration in the following month.

Mr. Powell stated that he had met with a representative from Astrotech regarding partnerships and possibilities for expansion. Discussion continued.

Mr. Powell stated that Staff was working on completing a rough draft of the Request for Proposals for a commercial real estate brokerage. Mr. Powell added that Mr. Scott Shepard from Port Canaveral had sent the Port's proposal as a model.

Mr. Powell discussed KB Homes, stating that they would be seeking a zoning change for their property at The City of Titusville meeting on the 28th of February. Mr. Powell explained what kind of change KB Homes was seeking.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles informed the Board that he was waiting on a reply in the Welsh case.

Mr. Pickles stated that he would bring the draft Request for Proposals for a commercial real estate brokerage to the next Board Meeting.

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 he had streamlined the report, and gave a brief explanation. Mr. Powell stated that he also sent the Spaceport License updates per the Board's request at the last meeting.

Mr. Zonka exited the meeting at 9:31 a.m.

Mr. Stalrit asked Mr. Russell if there was a recommended course of action between the two choices presented at the last meeting regarding the dip in the runway at Merritt Island Airport. Mr. Russell stated that he would need to speak with Mr. McDaniel and see what he had done. Discussion continued.

Dr. Hosley asked Mr. Powell if he had spoken with anyone from AUVSI (Association of Unmanned Vehicle Systems International) regarding Unmanned Vehicle Systems. Mr. Powell stated that he had not, but he knew of three substantial groups that were interested in possibly bringing that type of activity to the area. Dr. Hosley recommended that Mr. Powell get in touch with one of the local chapters. Discussion continued.

Authority Members Report

Mr. Stalrit stated that was able to see the landing and departure of the C-17 at Space Coast Regional Airport and thanked Staff for a successful operation. Discussion continued.

Public & Tenants Report

Mr. Donald Conover, a tenant at Space Coast Regional Airport, discussed some issues he was having regarding his t-hangar. Mr. Conover stated that his hangar was prone to flooding and his hangar was very wet all the time, adding that he had spoken to Staff several times and nothing had been done. Mr. Richard Jones, Director of Facilities, stated that he had actually watched the hangar during a downpour to try and figure out what was going on, and that he had contacted other tenants in the same building to see if they were having the same issue; however, they were not. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 9:58 a.m.

_____
JERRY SANSOM, CHAIRMAN

_____
HARRY CARSWELL, SECRETARY

TIX ✈ SPACE COAST REGIONAL AIRPORT
COI ✈ MERRITT ISLAND AIRPORT
X21 ✈ ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. ✈ Titusville, Florida 32780 ✈ 321.267.8780 ✈ fax: 321.383.4284 ✈ email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: February 16, 2017

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion and Consideration of a Request for Proposals for Commercial Real Estate Brokerage of the Titusville-Cocoa Airport Authority's Property

BACKGROUND

In an effort to help ensure the best possible marketing of all available Airport Authority property, staff has submitted the enclosed draft RFP for the Board's consideration

ISSUES

As the Airport Authority continues to make improvements to all of our three airports, it is believed that have additional expertise will help ensure the Authority doesn't miss any opportunity.

ALTERNATIVES

The Airport Authority Board could approve or disapprove the proposed RFP as presented and/or request a modification.

FISCAL IMPACT

Yet to be determined, but most scenarios seem to use a small percentage of the secured lease amount for the brokerage services that directly result in securing a suitable tenant.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the proposed RFP for commercial real estate brokerage, , and (2) authorize an Authority Officer or the CEO to execute the necessary documentation upon satisfactory review by legal counsel.

REQUEST FOR PROPOSAL

COMMERCIAL REAL ESTATE BROKER SERVICES

PROPOSAL DUE DATE -

OVERVIEW

A. Invitation

The Titusville Cocoa Airport Authority (herein called Authority) is requesting proposals and qualifications from experienced State of Florida licensed Commercial Real Estate Brokerage firms who are interested in providing in accordance with this Request for Proposal (RFP) specific tasks to be considered for selection.

B. Scheduled of Events

	Date
Release of RFP	
Proposals Due	
Board Selection Meeting	
Board Meeting – Award, if needed to be separate	

C. Contract award

This RFP is issued with no guarantee of contract award. No contractual obligation is implied or intended as a result of this solicitation. If the Authority does not award the contract or withdraws the solicitation in its entirety, they assume no obligation, financial or otherwise to prospective bidders responding to this RFP. Contract award will be based on the criterial outlined in Section V of this RFP. Titusville Cocoa Airport Authority reserves the right to award multiple brokerage contract for different buildings.

D. Exclusive Rights

The selected proposer may be granted exclusive rights with respect to commercial real estate broker services at the locations awarded by the contract as further described in Section II.

E. Term

Contract will be for a base period of one (1) year. There will be a provision for up to two (2) additional, three (3) month options at the sole discretion of the Authority. Quality of task performance will determine the viability of exercising such options. The Authority reserves the right to terminate the contract immediately for cause. Either party may terminate the contract without cause upon a 30 day written notice.

F. Contracted Services to be Furnished

Proposers will be required to furnish the services outlined in Section II of this RFP. All resources necessary to carry out these services including but not limited to management, advertising, and internet marketing and presence will be responsibility of the proposer.

II. STATEMENT OF WORK

A. Scope of Work

The Authority is seeking an experienced State of Florida licensed Commercial Real Estate Brokerage Firm who are interested in providing the following services:

Marketing for and bringing to successful lease with qualified tenants available space at:

Space Coast Regional Airport (TIX)

Marketing for and bringing to a successful lease with qualified tenants available space at:

Merritt Island Airport (COI)

Marketing for and bringing to successful lease with qualified tenants available space at:

Arthur Dunn Airpark (X21)

The Authority has previously attempted to market existing properties and has a list of potential customers that will be excluded from this agreement.

The Authority reserves the right to negotiate contracts for one, several or may withdraw certain buildings. Scope could also include negotiation of master leases of certain assets with developers.

III. PROPOSAL CONTENT

A. Overview

Proposers are advised that the Authority's ability to conduct a thorough evaluation of proposals requires that proposals are well ordered, detailed and concise. Clarity of language and adequate documentation is essential. The Authority is interested in specific purposeful information.

To be considered responsive, stated objectives, expectations and requirements made by the Authority in this RFP require a response from the bidder, i.e., either an acknowledgment of understanding, or statement of compliance, or the provision of the information as requested. As a minimum requirement, proposers must include the following in their proposals:

Proposal Acknowledgment (Attachment A)
Conflict of Interest Certificate (Attachment B)
Executive Summary
Qualifications of Exact Parties to be assigned to the leasing
Marketing and Lease Plans
Internet and Web Marketing Program Proposed
Advertising Program Recommended and Cost
Proposed brokerage fee schedule(s)

B. Proposal Acknowledgment and Conflict of Interest Certificate

The proposer shall provide a signed copy of:

Attachment A - Proposal Acknowledgment Form
Attachment B - Conflict of Interest Certificate

C. Executive Summary

The proposer shall provide a summary overview of the firm, including history, office location(s), capabilities, certifications and licenses. Describe how the firm is uniquely qualified to successfully carry out the objectives of this RFP. Describe and outline firm strengths in Class A Office Floor Space, Retail and indicate your plan to represent the Authority in each.

D. Qualifications

It is critical that the selected firm has the experience, resources and capacity to successfully meet the objectives of this RFP. To demonstrate this, the proposer shall include the following information in this section:

1. Evidence that the firm is a commercial real estate brokerage firm, licensed by Florida DBPR with a minimum of five (5) years experience.
2. Evidence of recent successful experience providing similar services, including a brief description of the work and individuals to be contacted with telephone numbers (minimum of three).

3. Evidence of firm's national reach with corporate space contractors, aerospace, aviation, manufacturing, retailers, possibly resturants, and brand firms; and how your firm will reach and bring in those potential tenants.

4. A list of services which would not be performed in-house and a list of consultants which would provide services for the firm and what added cost, if any.

5. An organizational chart and other information which will be useful in evaluating the proposal service with detail team obligations clearly spelled out.

6. Resumes of all key individuals to be involved in the various aspects of the project and an explanation of each individual's role in the project.

7. A schedule of current commitments and obligations and any competing exclusive listings.

8. Description of firm's success rate; including record of commercial listings vs. successful closing in the past five (5) – seven (7) years, average months of each listing prior to sale; number of sales vs. ground leases, office space leases, floor space and retail contracts handled in past five (5) years and any other additional information which might be of interest.

9. Outline the firm's web and internet marketing program and how your firm will feature the properties to get them into various search engines, national listings, and attract potential clients.

10. Trade show or national brand contracts to attract retail or corporate clients to the firm.

11. Outline your Co-Broker Plan and how you plan to expand the possible network and include other firms who bring clients to sign leases.

E. Marketing and Lease Plans

The proposer shall provide a descriptive paragraph addressing the current market. The proposer shall also provide an outline of methodology for implementation and marketing of the proposed scope of work.

F. Proposed Brokerage Fee Schedule(s)

The proposer shall provide their standard fee schedule(s) and a statement addressing the negotiability of these fee(s). Include cost covered and any excluded cost, how advertising and promotion will be handled, lease renewal terms, Co-Brokerage arrangements and any incentive or combination discounts for multiple listings.

G. Provide separate references with Name, Phone, Email and type of current listing for Office, Flex Space, and Retail Clients. At least three (3) current or recently dealt with references per asset type.

IV. PROPOSAL ADMINISTRATION

A. Overview

This section details the procedures the Authority has established for the managing of the RFP process. The purpose of these procedures is to ensure that the Authority receives proposals under an open and competitive process as well as ensure proposers receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

B. Point of Contract

All communications regarding this RFP should be directed in writing to:

Michael D. Powell, C.M., ACE
Titusville Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, FL 32780

Or via email to mpowell@flairport.com

No other Authority official or employee is empowered to speak for the Authority with respect to this RFP. Should questions be considered relevant to all interested proposers, a written answer will be provided to all firms who have returned a completed bidder registration sheet. By submitting a question to the Authority, proposers waive any right to confidentiality.

C. Withdrawal of RFP

The Authority reserves the right to withdraw or amend the RFP at its sole discretion without liability or obligation on the part of the Authority.

D. Submission Requirements

Proposers shall submit two (2) originals and five (5) copies of their proposals along with an electronic copy (pdf format) on CD or flashdrive. Proposals shall be submitted in a sealed envelope bearing the name and address of the proposer and the RFP title clearly marked on the outside. Proposals must be received at the address below:

Titusville Cocoa Airport Authority
c/o Michael D. Powell, C.M., ACE
355 Golden Knights Blvd.
Titusville, FL 32780

Late deliveries will be rejected from further consideration. The Authority will not be responsible for delays caused by the mail service or any other occurrence. Facsimile submittals or any electronic submittals are not acceptable.

E. Rejection of Proposals

The Authority reserves the right to reject any and all proposals at any time without penalty and to waive immaterial defects and minor irregularities.

F. Conflict of Interest

All proposers must furnish with their proposal a Conflict of Interest Certificate (Attachment B) disclosing any officer, director, or agent who is also an employee of the Titusville Cocoa Airport Authority. Further, all proposers must disclose the name of any Authority employee who owns, directly or indirectly, any interest in the proposer's firm or any of its branches.

G. Errors and Omissions

The Authority shall not be held responsible for any errors or omissions in any part of this RFP. Although the Authority has made considerable effort to ensure an accurate representation of the information in this RFP, the information is supplied solely as a guideline for the prospective proposers. The information is not guaranteed or warranted to be accurate by the Authority, nor is it comprehensive or exhaustive.

H. Indemnification

The bidder will hold harmless and indemnify the Authority for any loss, damage, personal injury or other claim resulting from the proposer's use of the subject premises. Proposer agrees to defend Authority in all legal actions arising against the Authority or the proposer as a result of the proposer's use of the subject premises or those using the said premises.

I. Insurance

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:

1. **Workers' Compensation** - Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include Employer's Liability with a limit of $100,000 each accident or disease. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen and Harbor Workers Act and Jones Act. Companies with three (3) or fewer employees shall be required to have workers' compensation coverage meeting the minimum requirements of this section ro a valid exemption form issued by the State of Florida.

2. **Comprehensive General Liability** - Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability Policy filed by the Insurance Services Office and must include:

    a) Minimum limits of $1,000,000 per occurrence combined single limit for

Bodily Injury Liability and Property Damage Liability.

b) Professional Liability.

c) Independent Contractors.

d) Products and Completed Operations.

e) Errors and Omissions.

f) Coverage on an occurrence basis.

3. **Business Auto Policy** - Coverage must be afforded on a form no more restrictive than the latest edition of the Business Auto Policy filed by the Insurance Services Office and must include:

a) Minimum Limits of $500,000 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability.

b) Owned Vehicles.

c) Hired and Non-Owned Vehicles.

The Authority is to be specifically included as an additional insured for each coverage or policy named above for liability of the Authority resulting from operations performed by or on behalf of the bidder associated with this contract. Bidder's insurance including that applicable to the Authority as an additional insured shall apply on a primary basis and any other insurance maintained by the Authority shall be in excess of an shall not contribute with bidder's insurance. Bidder's insurance shall contain a severability of interest provision, providing that, except with respect to the total limits of liability, the insurance shall apply to each Insured or Additional Insured in the same manner as if separate policies had been issued to each.

The policy must be endorsed to provide the Authority with thirty (30) days notice of cancellation and/or restriction.

Certificates of insurance evidencing the insurance coverage specified in the previous paragraphs shall be filed with the Authority before commencement of the contract. The required certificates of insurance shall refer specifically to this contract and shall state that such insurance is as required by this contract.

If the initial insurance expires prior to the termination of the contract, renewal certificates of insurance and required copies of policies shall be furnished thirty (30) days prior to the date of their expiration.

J. Subcontracting and Assignments

It is understood that the successful proposer will be an independent contractor and that the employees or agents of the firm will perform all services offered. Subcontracting or re-assignment of any services will not be permitted by the Authority.

V. BID SELECTION AND CONTRACT AWARD

A. Selection Process

The Titusville-Cocoa Airport Authority Board of Directors shall review all proposals pursuant to the following evaluation criteria and from those results prepare a proposed ranking.

Applicant to be a Commercial Real Estate Brokerage Firm, licensed by FL DBPR with a minimum of five (5) years experience - **10 points**

Description of current market for office building rental of Class A office space in Central Brevard Retail and Flex Space - **10 points**

Description of experience with Aviation Related Development - **20 points**

Description of success rate of firm; including record of commercial listings vs. successful closings in past three (3) years, average months of each listing prior to sale; number of sales vs. office lease contracts handled in past five (5) years and any other related information - **15 points**

Commercial references (three (3) minimum) - **10 points**

Biographies of personnel who will handle account, including DBPR license numbers - **20 points**

Brokerage fee schedule with discussion on negotiability of fees and marketing leasing cost overall - **20 points**

Interview and Presentations, if needed - **15 points**

Based on the proposed ranking, the Titusville-Cocoa Airport Authority Board of Directors will direct the CEO or his designee to negotiate a written contract for services, starting with the top ranked firm(s).

The Authority shall not be bound to accept any proposal. Proposals shall remain irrevocable for a period of ninety (90) days from the proposal closing date .

B. Contract Award(s)

The Authority will award the contract(s) to the highest ranked firm(s) that meets the RFP requirements. Any award made by the Authority shall be made in writing. A final contract is predicated upon both parties agreeing to specific terms and conditions. During this process, the scope of work will be refined, issues prioritized and responsibilities will be delineated between the selected firm and the Authority. All issues surrounding the implementation of the agreement will be clarified. Upon successful negotiations, formal contract(s) will be executed between the selected firms and the Authority. If an agreement cannot be executed for any reason, the

Authority may, at its sole discretion, award the contract to the next qualified firm or terminate the RFP process.

Once the Authority and the selected firm(s) execute an Agreement, all other proposers will be notified accordingly. By responding to this RFP, proposers agree that the decision of the Authority is final and binding.

The Authority reserves the right to issue separate leasing agreements per building or to combine several buildings. Firms may be asked to co-broker some or all of the buildings or to be primary leasing agent on one but have access to bringing clients/tenants on all.

ATTACHMENT A

PROPOSAL ACKNOWLEDGMENT FORM

COMMERCIAL REAL ESTATE BROKER SERVICES RFP

PROPOSAL IS SUBMITTED
BY:_____
ADDRESS:

_____

_____

_____

_____

TELEPHONE NUMBER:

_____

FAX NO:

_____

E-MAIL ADDRESS:

_____

NAME OF AUTHORIZED
PERSON(S):_____
POSITION(S) OF THE PERSON(S):

_____

_____

To the Titusville Cocoa Airport Authority,

I/We_____ the undersigned declare:

THAT I/WE have carefully examined the information and documentation prepared, submitted and rendered available by the Titusville Cocoa Airport Authority, and hereby acknowledge the same to be part and parcel of any contract to be left for the work therein described or defined.

THAT no Person(s), Firm or corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached before has any interest in this proposal or in the contract proposed to be taken.

THAT this proposal is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.

I/WE ensure that no Board Member or employee of the Titusville Cocoa Airport Authority, is or has become interested directly or indirectly, as a Contracting Party. Partner, Stockholder, Surety or otherwise howsoever in or on the performance of the said contract, or the supplies, work or business in connection with the said contract, or in any portion of the profits thereof or of any supplies to be used therein, or in any monies to be derived therefrom.

THAT I/WE do hereby offer to enter into a contract to do all the work and to provide all of the labor and to furnish all equipment and material mentioned and described or implied therein in effect on the date of the acceptance of the proposal.

THAT this proposal is irrevocable and open to acceptance until the formal contract is executed by t he awarded bidder for the said work or ninety (90) days or for a long as stated elsewhere in the document,

whichever event first occurs. The Titusville Cocoa Airport Authority may at any time within that period without notice, accept this proposal whether any other proposal has been previously accepted or not.

THAT the awarding of the contract by the Titusville Cocoa Airport Authority is based on this submission and shall be an acceptance of this proposal and subsequent negotiations (if any).

THAT I/WE also understand that the Titusville Cocoa Airport Authority reserves the right to accept or reject all or part of this proposal or any other.

The undersigned affirms that he/she is duly authorized to execute this PROPOSAL.

_____
AUTHORIZED SIGNATURE

_____
POSITION

_____
WITNESS

_____
POSITION

DATED THIS _____ DAY OF _____, 2017

ATTACHMENT B

CONFLICT OF INTEREST CERTIFICATE

COMMERCIAL REAL ESTATE BROKER SERVICES RFP

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the Authority or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

_____ _____

Signature Company Name

_____ _____

Print Name of Official Business Address

_____

City, State, Zip Code

SECTION II

I hereby certify that the following named Authority official(s) and employee(s) having material financial interest(s) in this company have filed Conflict of Interest Statements with the Supervisor of Elections prior to proposal submission.

Name_____

Title or Position_____

Date of Filing_____

_____ _____

Signature Company Name

_____ _____

Print Name of Certifying Official Business Address

_____

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.111 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid.

Public Official_____

Position Held_____

Position or Relationship with
Proposer_____

ATTACHMENT C

PROPOSAL BID FORM

Bidder Information:

Name_____

Address_____

Existing under the laws of the State of _____, doing business as a _____ to furnish all materials, equipment, and labor to perform all work in accordance with the contract specifications and advertisement for bid for:

COMMERCIAL REAL ESTATE BROKER SERVICES RFP

Bidder acknowledges receipt of addenda no(s):

_____

PROPOSED BY:_____ _____
Name & Title Date

CORPORATE SEAL(if applicable)

NOTE: Anyone signing the proposal, as an Agent must include legal evidence of his or her authority to do so.

*Individual, partnership or corporation

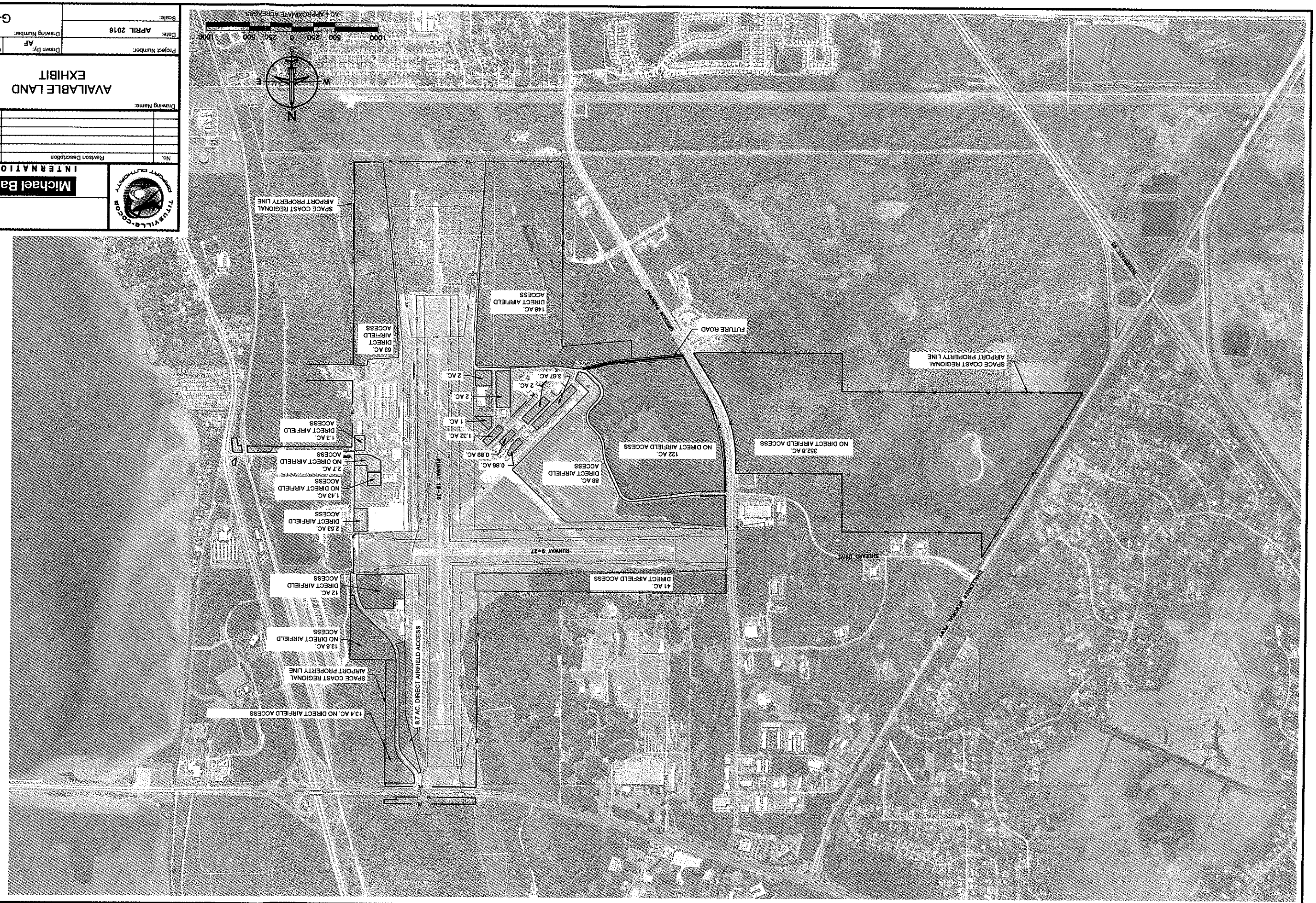
ATTACHMENT D (Enclosed)

Exhibit A – Available Property in and around Space Coast Regional Airport (TIX)

Exhibit B – Available Property at Merritt Island Airport (COI)

Exhibit C – Available Property at Arthur Dunn Airpark (X21)

Plotted on: 4/25/2016 11:16 AM By: Flaher, Alex
Location: Y:\Projects\0--Airports\TICO--Titusville--Cocoa_Apt_Auth\99--Miscellaneous\Available Land Exhibit\Space Coast Regional Available Land Exhibit.dwg



TITUSVILLE-COCOA AIRPORT AUTHORITY

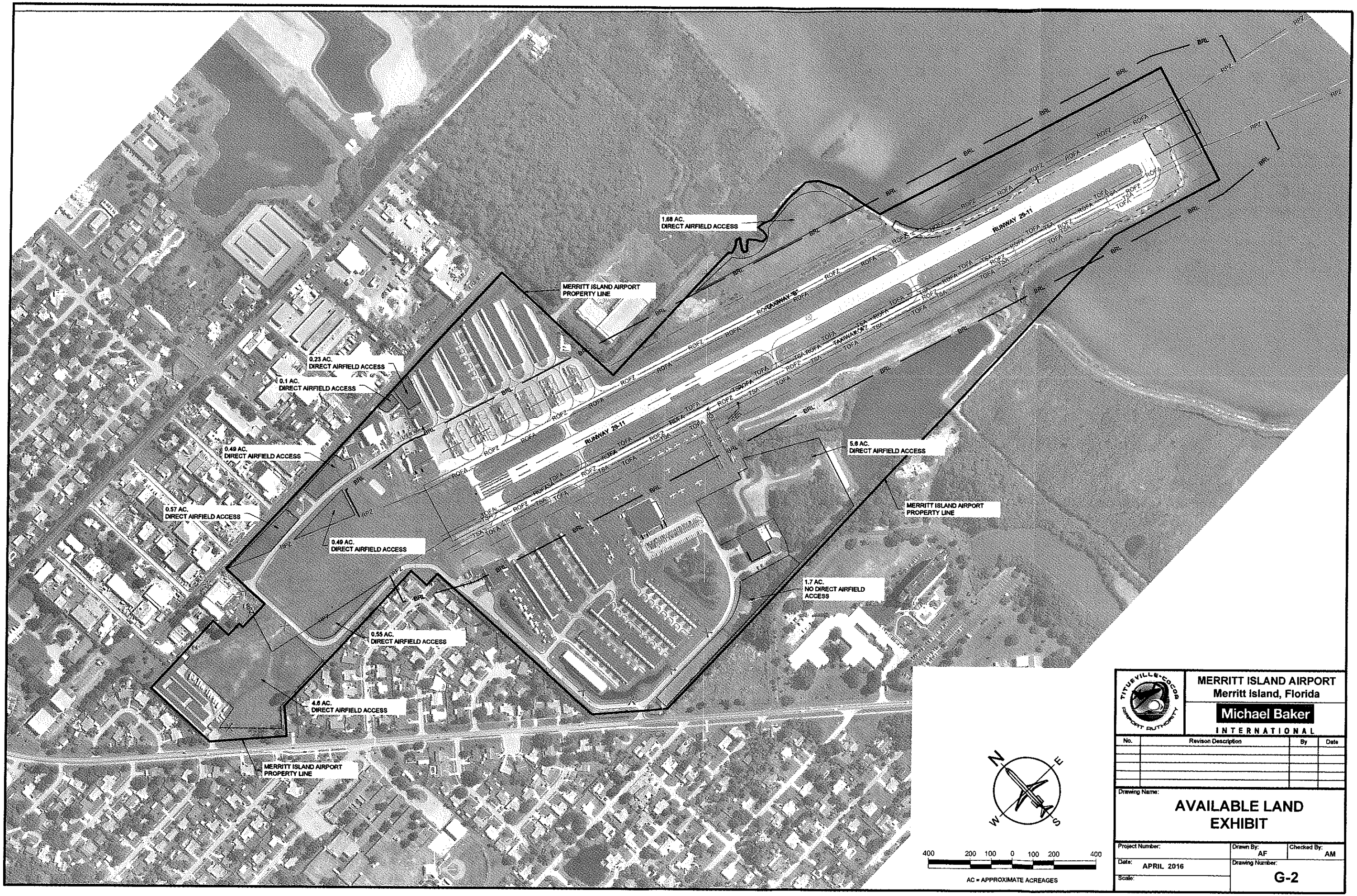
Michael Baker INTERNATIONAL

No.	Revision Description	By	Date

Drawing Name:

AVAILABLE LAND EXHIBIT

Project Number:		
Drawn by: AF	Checked by: AM	
Date: APRIL 2016	Drawing Number:	G-1
Scale:		



MERRITT ISLAND AIRPORT
Merritt Island, Florida

Michael Baker
INTERNATIONAL

No.	Revison Description	By	Date

Drawing Name:

AVAILABLE LAND EXHIBIT

Project Number:	Drawn By: AF	Checked By: AM
Date: APRIL 2016	Drawing Number: G-2	
Scale:		

Plotted on: 4/25/2016 1:45 PM By:Fisher, Alex
Located: Y:\Projects\0-Airports\IICO-Titusville-Cocoa_Apt_Auth\99-Miscellaneous\Available Land Exhibit\Merritt Island Available Land Exhibit.dwg

TIX ✈ SPACE COAST REGIONAL AIRPORT
COI ✈ MERRITT ISLAND AIRPORT
X21 ✈ ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. ✈ Titusville, Florida 32780 ✈ 321.267.8780 ✈ fax: 321.383.4284 ✈ email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: September 15, 2016

ITEM DESCRIPTION - NEW BUSINESS ITEM B

Discussion and Consideration of an Extension to the Short Term Lease for Building 51 at TIX

BACKGROUND

There is an opportunity to extend the short term lease on Building 51 out to Global Aviation Management, Inc for another six months.

ISSUES

This proposed extension to the short term lease for another six months, with an option for another six months will simply allow more time to work on several aircraft as well as continue to house the F-86 Sabreliner in Building 51, freeing up some much needed room at the VAC as they working on several aircraft.

ALTERNATIVES

The Airport Authority Board could decide not to approve the proposed short term lease extension.

FISCAL IMPACT

The fiscal impact to the Airport Authority would be $2,500 a month for six additional months, with another six month option if needed.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the proposed extension of the short term lease for Building 51 at TIX, and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.

AMENDMENT TO LEASE

This Amendment to the Lease between TITUSVILLE-COCOA AIRPORT AUTHORITY ("Lessor") and GLOBAL AVIATION MANAGEMENT, INC. ("Lessee") with an effective date of March 1, 2017 (the "Lease"), amends said Lease as follows:

1. The lease is modified to include the following as new paragraph 1.10:

1.10 Additional Term. In addition to the Initial Term in Paragraph 1.9 above, Lessor hereby grants to Lessee an additional term of six (6) months, beginning March 1, 2017 up to and including August 31, 2017, with an option for an additional six (6) months, unless sooner terminated in accordance with the terms and provisions of the Lease (the "Additional Term").

2. The following new Paragraph 2.3 shall be included, as follows:

2.3 Calculation of Rent during Additional Term. The Annual Rent during the Additional Term as outlined in Paragraph 1.10 above, shall remain the same at $30,000.00, payable as follows:

Lessee shall pay Rent at the rate of $2,500.00 per month in advance, with the first monthly installment due on or before the 1st day of March, 2017 and continuing on the same day of each month.

3. Paragraph 2.3 Delinquent Rent, shall be renumbered and become paragraph 2.4

4. All other terms of the Lease not amended herein remain in full force and effect.

Made and entered into this ____ day of_____, 2017.

LESSOR:

TITUSVILLE-COCOA AIRPORT AUTHORITY

_____
Witness

By:_____
Michael D. Powell, CM, ACE
Chief Executive Officer

_____
Witness

LESSEE:

GLOBAL AVIATION MANAGEMENT, INC., a Florida corporation

_____
Witness

By:_____
Douglas G. Matthews, President

_____
Witness

TIX ✈ SPACE COAST REGIONAL AIRPORT
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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: February 16, 2017

ITEM DESCRIPTION - NEW BUSINESS ITEM C

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

BACKGROUND

Michael Baker International is currently conducting the engineering and oversight work for contractors on current projects.

The invoice review is to keep the Board informed and ensure we meet FDOT compliance requirements.

ISSUES

All projects are moving forward.

ALTERNATIVES

If anything regarding the numbers is unclear during the discussion, the Airport Authority Board may ask questions about the costs to ensure everyone is comfortable with the invoices as presented.

FISCAL IMPACT

The current Invoiced Costs for the invoices will be covered by Mr. Aaron McDaniel, of Michael Baker International, in detail at the Board Meeting. The back-up documentation is provided for the Board's convenience of reference.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Concur with approval of the invoiced costs by Michael Baker International and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF TWO PAGES

TO OWNER:
Titusville Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, Florida 32780

PROJECT: Environmental Mitigation
Property Improvements

FROM CONTRACTOR:
Sterling Enterprises, L.L.C.
PO Box 714
Lake Helen FL 32744

VIA ENGINEER:
Michael Baker International, Inc.
5200 Belfort Rd., Suite 110
Jacksonville, FL 32256

CONTRACT FOR:

APPLICATION NO:	9
APPLICATION DATE	01/19/17
PERIOD TO:	01/19/17
PROJECT NOS:	137445
OWNER NO.	135986
ARCHITECT NO.	
CONTRACTOR NO.	
CONTRACT DATE:	04/15/15

Distribution to:
[ ] OWNER
[X] ENGINEER
[ ] CONTRACTOR
[ ]
[ ]

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1.	ORIGINAL CONTRACT SUM	$ 350,963.92
2.	Net change by Change Orders	($5,812.45)
3.	CONTRACT SUM TO DATE (Line 1 ± 2)	$ 345,151.47
4.	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$ 328,851.47
5.	RETAINAGE:	
a.	10% of Completed Work (Cell U275 on G703)	$ -
	[redacted]	
	Total in Column I of G703)	$ -
6.	TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	$ 328,851.47
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$ 325,051.47
8.	CURRENT PAYMENT DUE	$ 3,800.00
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$ 16,300.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	($5,812.45)
TOTALS	$0.00	($5,812.45)
NET CHANGES by Change Order	($5,812.45)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **Sterling Enterprises**

By: _____ Date: 1/19/2017

State of: FLORIDA
County of: Volusia
Subscribed and sworn to before me this 19th day of Jan, 2016 2017
Notary Public: Tracie D Estes
My Commission expires: 9/22/18

TRACIE D. ESTES
Notary Public - State of Florida
My Comm. Expires Sep 22, 2018
Commission # FF 161970

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ 3,800.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:
By: AARON MCDANIEL, P.E. Date: 1/23/2017

1/23/17

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

CONTINUATION SHEET
AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply

AIA DOCUMENT G703 (Modified)

APPLICATION: 9
APPLICATION DATE: 01/19/17
PERIOD TO: 01/19/17
OWNER PROJECT NO: Bake Project No 137445
CONTRACTOR PROJECT NO:

Item No.	Bid Ref. No.	Description of Work	Total Units Qty	U O M	Unit Cost	Scheduled Value	Work Completed Previous Units	Previous Amount	This Period Units	This Period Amount	Total Units	Total Amount	%	Balance To Finish Units	Balance To Finish Amount	Retainage
		Base Bid														
01000		Mobilization	1.00	LS	24,450.00	24,450.00	1.000	24,450.00		0.00	1.000	24,450.00	100%	0.000	0.00	0.00
02000		Construction layout & Topo As Built	1.00	LS	15,000.00	15,000.00	0.250	15,000.00	0.000	0.00	0.250	15,000.00	100%	0.750	0.00	0.00
D-701		Two 36" CMP Culverts & Flap Gates	1.00	LS	159,128.00	159,128.00	1.000	159,128.00		0.00	1.000	159,128.00	100%	0.000	0.00	0.00
P-156		Erosion & Turbidity Control	1.00	LS	13,900.00	13,900.00	0.500	6,950.00		0.00	1.000	13,900.00	100%	0.000	0.00	0.00
T-912		Initial Exotic Plant Control	1.00	LS	49,000.00	49,000.00	1.000	49,000.00		0.00	1.000	49,000.00	100%	0.000	0.00	0.00
02930		Distichlis Spicata (2" Cell)	866.00	EA	11.40	9,872.40	866.000	9,872.40		0.00	866.000	9,872.40	100%	0.000	0.00	0.00
02930		Tree Plantings (Mangroves/Buttonwoods)	723.00	EA	30.24	21,863.52	723.000	21,863.52		0.00	723.000	21,863.52	100%	0.000	0.00	0.00
02950		Maintenance?Exotic Species Control - Yr 1	4.00	EVENT	3,800.00	15,200.00		15,200.00	1.000	0.00	1.000	15,200.00	100%	3.000	0.00	0.00
02950		Maintenance?Exotic Species Control - Yr 2	4.00	EVENT	3,800.00	15,200.00		0.00		3,800.00	0.000	3,800.00	25%	4.000	11,400.00	0.00
02960		Project Specific Aerial Photographs	6.00	EA	1,225.00	7,350.00		2,450.00	0.000	0.00	0.000	2,450.00	33%	6.000	4,900.00	0.00
		Allowance (Airport Use Vessel)	1.00	LS	20,000.00	20,000.00		20,000.00	0.000	0.00	0.000	20,000.00	100%	1.000	0.00	0.00
		SUB-TOTAL (Base Bid) =			**Original Value**	**$ 350,963.92**		**$ 323,913.92**		**$ 3,800.00**		**$ 334,663.92**	**95%**		**$ 16,300.00**	**$ -**
		Change Orders														
CO1-1		Allowance (Airport Use Vessel)	1.00	LS	-20,000.00	-20,000.00		-20,000.00	1.000	0.00		-20,000.00	0%		0.00	0.00
CO1-2		Mobilization	13.00	WK	1,091.35	14,187.55		14,187.55	13.000	0.00		14,187.55	100%		0.00	0.00
		SUB-TOTAL (Change Orders) =				**-5,812.45**		**-5,812.45**		**0.00**		**-5,812.45**	**100%**		**0.00**	**0.00**
		TOTALS =			**Current Value**	**$ 345,151.47**		**$ 318,101.47**		**$ 3,800.00**		**$ 328,851.47**	**95%**		**$ 16,300.00**	**$ -**

Titusville-Cocoa Airport Authority
Check Register
For the Period From Jan 1, 2017 to Jan 31, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
35743	1/6/17	AG-PRO Companies	101000	222.40
35744	1/6/17	Ace Hardware	101000	28.99
35745	1/6/17	Allen Enterprises, Inc.	101000	7,719.39
35746	1/6/17	A T & T	101000	585.66
35747	1/6/17	Batteries By Fisher, Inc.	101000	68.64
35748	1/6/17	BR90-Bennett Auto Supply	101000	116.18
35749	1/6/17	Boggs Gases	101000	223.28
35750	1/6/17	Brown & Brown Insurance	101000	964.00
35751	1/6/17	Capital Office Products	101000	249.88
35752	1/6/17	Cintas Corp., Loc. 149	101000	272.28
35753	1/6/17	City Of Titusville	101000	720.73
35754	1/6/17	Copytronics Information Systems	101000	47.42
35755	1/6/17	D & E Pump	101000	431.88
35756	1/6/17	Florida Power & Light	101000	875.85
35757	1/6/17	Lowes	101000	286.92
35758	1/6/17	Marie's Coffee Service	101000	64.75
35759	1/6/17	Robinson Equipment	101000	23.40
35760	1/6/17	SEC/AAAE	101000	35.00
35761	1/6/17	ServiceMasterClean	101000	510.00
35762	1/6/17	Sherwin Williams	101000	190.00
35763	1/6/17	Space Coast Fire & Safety	101000	200.00
35764	1/6/17	Sterling Enterprises, LLC	101000	5,025.00
35765	1/6/17	Waste Management	101000	175.32
35766	1/6/17	Watkins Fuel Oil	101000	1,981.06
35768	1/6/17	Delta Dental	101000	8.58
35769	1/6/17	Delta Dental Insurance Co.	101000	535.64
35770	1/6/17	Standard Insurance Company	101000	593.29
35771	1/6/17	ICMA Retirement Trust	101000	1,033.32
35772	1/6/17	James Morgan	101000	273.53
35773	1/6/17	Ron Bearer	101000	273.53
35774	1/6/17	Ron Masek	101000	341.47
35775	1/6/17	Don Stoller	101000	685.54

Titusville-Cocoa Airport Authority
Check Register
For the Period From Jan 1, 2017 to Jan 31, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
35776	1/6/17	Darlene Boehm	101000	75.00
35777	1/6/17	Don Smith	101000	50.00
35778	1/6/17	Board Of Co. Commissioners	101000	14,201.01
33714V	1/9/17	Peter Schauer	101000	-20.18
34236V	1/9/17	Bright House Networks	101000	-58.26
34640V	1/9/17	John Morgan	101000	-195.00
34749V	1/9/17	Delta Dental Insurance Co.	101000	-441.16
35779	1/20/17	Ace Hardware	101000	321.34
35780	1/20/17	Allen Enterprises, Inc.	101000	928.80
35781	1/20/17	A T & T	101000	753.72
35782	1/20/17	Boggs Gases	101000	48.67
35783	1/20/17	Brevard County Utility Resources	101000	100.00
35784	1/20/17	Bright House Networks	101000	58.28
35785	1/20/17	CED, INC.	101000	82.46
35786	1/20/17	Cintas Corp., Loc. 149	101000	282.15
35787	1/20/17	City Of Cocoa	101000	186.34
35788	1/20/17	Flagler Development Company	101000	788.77
35789	1/20/17	Florida Power & Light	101000	6,775.82
35790	1/20/17	Lacey's Lock Service	101000	83.50
35791	1/20/17	Lowes	101000	41.57
35792	1/20/17	Marie's Coffee Service	101000	75.25
35793	1/20/17	MITEL Leasing	101000	102.71
35794	1/20/17	Nix Pest Management	101000	256.00
35795	1/20/17	Purchase Power	101000	1,020.99
35796	1/20/17	Robinson Equipment	101000	87.19
35797	1/20/17	Space Coast Fire & Safety	101000	180.00
35798	1/20/17	Timothy F. Pickles, P.A.	101000	2,550.00
35800	1/20/17	Windstream Communications	101000	1,279.76
35801	1/20/17	Wolen, L.L.C.	101000	1,435.21
35802	1/20/17	Spaceport Aviation	101000	359.31
35803	1/20/17	Thomas Karika	101000	547.19

Titusville-Cocoa Airport Authority
Check Register
For the Period From Jan 1, 2017 to Jan 31, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
35804	1/20/17	Tim Bauer	101000	50.00
35805	1/20/17	Barbara Rolph	101000	50.00
35806	1/20/17	ICMA Retirement Trust	101000	1,033.32
35807	1/20/17	Davis Vision, Inc.	101000	67.57
35808	1/20/17	Titusville Area Chamber of Comme	101000	20.00
Total				**57,940.26**

Titusville-Cocoa Airport Authority
Budget to Actual
January 2017

Revenues	Budget	Month	YTD	Budget
Revenues	$2,464,239.00	$250,509.00	$866,861.01	35.18%
Interest Income	$0.00	$4.88	$22.19	0.00%
Ad Valorem	$0.00	$0.00	$0.00	0.00%
Misc. Income	$2,500.00	$392.24	$1,749.36	69.97%
TOTAL	$2,466,739.00	$250,906.12	$868,632.56	35.21%

Expense	Budget	Arthur Dunn	Space Coast	Merritt Island	G & A	Unallocated	Total	% Budget
Personnel Services								
Salaries	$816,001.00	$8,760.23	$82,607.55	$18,080.47	$114,291.68	$20,874.85	$244,614.78	29.98%
Payroll Tax	$62,424.00	$538.29	$4,282.91	$1,305.77	$8,027.40	$1,593.84	$15,748.21	25.23%
Workman's Compensation	$26,000.00	$0.00	$0.00	$0.00	$0.00	$11,175.50	$11,175.50	42.98%
Florida Retirement	$94,603.00	$902.68	$5,094.08	$1,852.09	$24,428.73	$1,440.96	$33,718.54	35.64%
Employee Insurance	$161,908.00	$0.00	$0.00	$0.00	$16,989.35	$40,396.36	$57,385.71	35.44%
Employee Education	$3,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Operating Expense								
Professional Services								
Land Appraisal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
General Consultant	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Legal Service	$45,000.00	$0.00	$0.00	$0.00	$6,860.37	$0.00	$6,860.37	15.25%
Accounting/Auditing	$34,000.00	$0.00	$0.00	$0.00	$11,459.08	$0.00	$11,459.08	33.70%
Contract Services								
Computer Tech Support	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Janitorial Service	$7,000.00	$0.00	$0.00	$0.00	$1,530.00	$0.00	$1,530.00	21.86%
Investigation/Testing	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%

Titusville-Cocoa Airport Authority
Budget to Actual
January 2017

Expense	Budget	Arthur Dunn	Space Coast	Merritt Island	G & A	Unallocated	Total	% Budget
Travel & Training								
Travel & Per Diem	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Training & Education	$7,600.00	$0.00	$0.00	$0.00	$605.60	$0.00	$605.60	7.97%
Communications & Freight								
Telecommunications								
Telephone	$24,622.00	$487.08	$3,074.88	$1,195.10	$2,957.68	$512.51	$8,227.25	33.41%
Cell Phones	$7,500.00	$0.00	$0.00	$0.00	$1,336.10	$0.00	$1,336.10	17.81%
Cable Service	$1,500.00	$0.00	$0.00	$0.00	$279.15	$0.00	$279.15	0.00%
Postage								
Postage	$3,000.00	$0.00	$0.00	$0.00	$1,020.99	$0.00	$1,020.99	34.03%
Express Mail	$800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Online Services	$740.00	$0.00	$0.00	$0.00	$173.80	$0.00	$173.80	23.49%
Utility Services								
Water/Sewer	$15,750.00	$400.80	$658.43	$594.50	$962.81	$64.49	$2,681.03	17.02%
Electricity	$125,000.00	$2,341.77	$8,972.56	$7,920.85	$2,350.09	$675.37	$22,260.64	17.81%
Storm Water Fees	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Solid Waste	$8,000.00	$190.66	$8.86	$0.00	$0.00	$0.00	$199.52	2.49%
Rentals & Leases								
Equipment Rental	$5,000.00	$0.00	$0.00	$701.28	$0.00	$0.00	$701.28	14.03%
Postage Machine	$725.00	$0.00	$0.00	$0.00	$140.25	$0.00	$140.25	19.34%
Copy Machine	$3,000.00	$0.00	$0.00	$0.00	$345.69	$0.00	$345.69	11.52%
Phone System	$5,000.00	$0.00	$0.00	$0.00	$409.40	$0.00	$409.40	8.19%
Insurance								
Property/Casual								
Buildings & Equipment	$234,970.00	$0.00	$0.00	$0.00	$0.00	$151,895.08	$151,895.08	64.64%
Fuel Tank	$3,200.00	$0.00	$0.00	$964.00	$0.00	$0.00	$964.00	30.13%
Housing/Liability	$7,650.00	$7,852.00	$0.00	$0.00	$0.00	$0.00	$7,852.00	102.64%
Airport Liability	$12,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Auto Liability	$18,052.00	$0.00	$0.00	$0.00	$0.00	$16,025.00	$16,025.00	88.77%
Officers Liability	$4,450.00	$0.00	$0.00	$0.00	$5,302.00	$0.00	$5,302.00	119.15%
Employee Bond	$425.00	$0.00	$0.00	$0.00	$296.00	$0.00	$296.00	69.65%

Titusville-Cocoa Airport Authority
Budget to Actual
January 2017

Expense	Budget	Arthur Dunn	Space Coast	Merritt Island	G & A	Unallocated	Total	% Budget
Repairs & Maintenance								
Service Contracts	$11,500.00	$0.00	$467.00	$400.00	$427.80	$90.00	$1,384.80	12.04%
Repairs/Maintenance	$140,000.00	$629.75	$15,910.73	$9,894.96	$0.00	$2,838.04	$29,273.48	20.91%
Printing/Binding								
General Printing	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Promotional Activities								
Advertising								
Marketing	$14,808.00	$0.00	$0.00	$95.34	-$54.89	$0.00	$40.45	0.27%
Promotional	$7,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Other Charges/Obligations								
Legal Notices	$2,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Real Estate Taxes	$13,000.00	$0.00	$0.00	$0.00	$11,933.15	$0.00	$11,933.15	91.79%
Brevard Count Indirect Fee:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Supplies								
Office Supplies	$9,000.00	$0.00	$0.00	$0.00	$2,605.72	$0.00	$2,605.72	28.95%
Operating Supplies	$60,000.00	$0.00	$70.77	$115.38	$0.00	$6,240.12	$6,426.27	10.71%
Furniture & Fixtures	$6,000.00	$0.00	$0.00	$0.00	$549.00	$0.00	$549.00	9.15%
Maintenance Uniforms	$6,000.00	$0.00	$0.00	$0.00	$0.00	$1,532.91	$1,532.91	25.55%
Books,Publications,Subscriptions								
Books & Publications	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Memberships								
Dues & Memberships	$5,000.00	$330.00	$660.00	$660.00	$2,825.12	$0.00	$4,475.12	89.50%
Capital Outlay								
Vehicles/Equipment	$125,000.00	$0.00	$344.00	$0.00	$0.00	$0.00	$344.00	0.00%
Contingency			$0.00					
Contingency	$63,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Debt Service	$183,911.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,092.33	33.76%
Renewal & Replacement	$35,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Total	**$2,466,739.00**	**$22,433.26**	**$122,151.77**	**$43,779.74**	**$218,052.07**	**$255,355.03**	**$723,864.20**	**29.34%**

Financial Review
Cash Position, Commitments, Reserves
as of January 31, 2017

1) Cash On Hand:

a) Cash per Operating Fund Balance Sheet	$574,719
b) Cash per Revenue Fund Balance Sheet	$212,673
c) Cash per R & R Fund Balance Sheet	$35,000
d) Cash per Debt Service Fund Balance Sheet	$121,819
e) Cash per Development Fund Balance Sheet	$431,770
Total Cash on Hand	**$1,375,982**
2) Plus Grants Receivable	**$0**
Total Cash and Grants Receivable	**$1,375,982**
3) Less Restricted Cash	
a) FDOT Advances	$0
b) State Board LGIP B	$0
Total Unrestricted Cash	**$1,375,982**
4) Less Funds Committed for Operations	
a) Operations Reserve	$0
b) Renewal & Replacement Fund	$0
c) Escrow Account	$0
Total Funds Committed for Operations	**$0**

5) Less Funds Committed for Projects
(Analyzed as of 12/31/16)

Projects		**Funded**
a) TIX Spaceport Launch Site Operators License	$0	TCAA
b) COI RSA Construction	$24,678	2/24/2015
c) COI North Area Security & Infrastructure	$181,490	6/23/2015
Total Committed Funds	**$206,168**	
6) Total Uncommitted Cash	**$1,169,813**	

CURRENT CAPITAL IMPROVEMENT PROJECT GRANT SUMMARY SHEET

Proposed New Projects

Airport	Project Name	Total Cost	Grant Type	Date Funded	Federal	FDOT	Authority	EXPENSE To Date	BALANCE OF Commitment
TIX	Spaceport Operators License	$550,865	50/50		$0	$0	$279,584	$279,584	$0
TIX Total:		***$550,865***			***$0***	***$0***	***$279,584***	***$279,584***	***$0***
COI	RSA Embankment Stabilization-Construction	$3,975,432	90/5/5	2/24/2015	$3,729,485	$242,684	$242,684	$218,006	$24,678
COI	North Area Security & Infrastructure	$949,000		6/23/2015		$759,200	$189,800	$8,310	$181,490
COI Total:		***$4,924,432***			***$3,729,485***	***$1,001,884***	***$432,484***	***$226,315***	***$206,169***
X21 Total:		***$0***			***$0***	***$0***	***$0***	***$0***	***$0***
Grand Totals		***$5,475,297***			***$3,729,485***	***$1,001,884***	***$712,068***	***$505,899***	***$206,168***

Print Date 2/9/2017

Project Reports

Airport	COI
Year	2015
Project Name	North Area Security & Infrastructure
Project Description	Repair and Restore Security along the Northern Boundary and Construct utility Infrastructure
Start Date	
Completion Date	
Project Cost	$812,500.00
Current Status	FDOT funded 6/23/15. This project is in the beginning stages. 11/17/15 This project has been delayed to get approval of the storm water pond location. 11/10/16

Airport	COI
Year	2014
Project Name	Runway 11-29 Safety Area Improvements
Project Description	Extend the RSA and Stabilize the Eroding Shoreline
Start Date	5/1/2015
Completion Date	
Project Cost	$3,576,426.00
Current Status	The project has been designed under separate grant and is ready to go out to bid for construction. 6/30/14 This project has gone out for bid. All bids received are being reviewed and will be awarded soon. 1/8/15 This project was awarded to Welsh Companies on January 29, 2015. 4/9/15 This project is in the beginning stages. Construction staging has begun. 5/12/15 This project has begun. 7/30/15 This project is progressing. Monthly reports given by Michael Baker International at the Board Meeting on the details. 11/17/15 This project continues. 12/10/15 This project is near completion. 4/15/16 Project complete. Mitigation maintenance continues. 11/10/16