

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on November 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. Milo Zonka, Treasurer; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Dr. John Leavitt; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq. Mr. Jay Stalrit 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. Zonka requested delaying Item A – Discussion & Consideration of Legal Services, until the next meeting. The Board concurred. Mr. Carswell stated that it would allow more time for Board members to review the submittals and create a shortlist of firms to present at the January meeting. The Board concurred. Mr. Sansom called for a motion to approve. Dr. Leavitt made a motion to approve the Agenda as amended. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Appearances – None****Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. October 19, 2017 – Regular Meeting**

Mr. Carswell 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 B – Discussion & Selection of Airport Authority Board of Directors Officer Positions**

Mr. Sansom introduced the item and asked if any of the current officers would like to change positions.

Mr. Zonka stated that he was interested in in the Chairman position. Dr. Niazi stated that he would support that.

Mr. Carswell stated that he would like to remain in his position as Secretary.

Mr. Sansom stated he was willing to stay on as Chairman.

Dr. Niazi nominated Mr. Zonka for Chairman. Dr. Leavitt seconded the nomination.

Dr. Hosley nominated Mr. Sansom for Chairman. Mr. Carswell seconded the nomination.

Mr. Sansom called for a vote. Dr. Niazi, Dr. Leavitt and Mr. Zonka voted for Mr. Zonka. Mr. Carswell, Dr. Hosley and Mr. Sansom voted for Mr. Sansom. The vote was tied.

Mr. Sansom suggested that the Board address elections again at December's regular meeting with a full Board. The Board concurred. Discussion continued.

### **Item C – Discussion & Consideration of Two Maintenance Vehicles for the Facilities Department**

Mr. Powell gave an overview of the item, stating that the maintenance vehicles were very old and that Staff had provided the Board with documentation on the proposed vehicles. Mr. Powell stated that each vehicle would cost around \$42,000, to include a radio. Discussion continued.

Mr. Zonka asked if there were any 2017 vehicles available that may be less money. Mr. Powell stated that he would look back through the Sheriff's Association State Bid, which is who the Airport Authority would go through for discounted rates. Discussion continued.

Mr. Sansom called for a motion. Dr. Hosley made a motion to approve the purchase of two maintenance vehicles. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion passed.

### **Item D – 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 23 in the amount of \$1,709.44 from Michael Baker International, which was for the Runway Safety Area Project at Merritt Island Airport.

Mr. Russell presented Pay Request Number 3 in the amount of \$14,384.26 from Michael Baker International, which was for the Port-A-Port Replacement Project at Merritt Island Airport.

Mr. Sansom called for a motion. Mr. Carswell made a motion to approve the invoices. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Dr. Niazi asked Mr. Russell when the hangar project at Merritt Island Airport was going to start. Mr. Russell stated that it would go out for bid in early February of 2018.

Dr. Niazi asked if the Runway Safety Area at Merritt Island Airport was holding the dirt. Mr. Russell stated that it had been holding up well, and that there were regular inspections. Mr. Russell added that the mitigation site had sustained some damage during Hurricane Irma, but that they were in discussions with the Army Corps of Engineers and St. Johns River Water Management District in regards to some new requirements. Mr. Russell stated that as of now there were no invasive species growing at the site, but the water had come up and changed the shoreline.

Dr. Hosley asked Mr. Russell about the status of the Spaceport License Application Process. Mr. Russell stated that the final draft was expected to be accepted in the next 30 days, which would be followed by 180 days for public comment and a public meeting. Discussion continued.

Dr. Niazi asked if Rocketcrafters was still around. Mr. Powell stated that they were and that they were working on several things. Dr. Hosley stated that Rocketcrafters had made major breakthroughs recently. Discussion continued.

## **Information Section**

### **CEO Report**

Mr. Powell reported that Staff had been busy weeding through the storm repairs and that PGIT asked if the damage report could be broken down to be more in line with the insurance binder. Mr. Powell stated that in the end, the insurance company was not going to give the Airport Authority anything because the total damages were not high enough to meet the 3% deductible. Mr. Powell stated that Staff would now go to FEMA. Discussion continued.

Dr. Niazi stated that perhaps the Airport Authority should hire some people to secure the t-hangar roofs. Mr. Powell stated that Staff had been working with the engineers to try to figure out a way to prevent future damage. Discussion continued.

Mr. Russell stated that Mr. Aaron McDaniel from Michael Baker International and engineers were looking at the t-hangars the previous day and would be coming up with a report on the roofs. Discussion continued.

Dr. Niazi suggested that when the Airport Authority rented hangars in the future new tenants should have an understanding regarding securing the hangars during a storm. Mr. Powell stated that Staff was looking at creating a checklist that tenants could initial or sign off on. Discussion continued.

Mr. Powell reported that Staff and Attorney, Mr. Victor Watson, had been working with commercial tenants that had gotten behind on their rent. Mr. Powell stated that Spaceport Avionics at Space Coast Regional Airport had asked for retroactive forgiveness, but the Board had agreed not to grant that. Mr. Powell stated that consequently Spaceport Avionics disagreed and brought in a check for an amount that they felt was right, but was not the whole amount. Mr. Watson stated that the demand letter was for \$9,408.85 and Spaceport Avionics had submitted a check for \$3751.00, and suggested that there may need to be an Executive Session to discuss the situation. Mr. Watson added that the check may need to be returned to them.

Mr. Sansom asked if the Board wanted to reevaluate the decision. Mr. Carswell stated that he didn't feel that was a good idea. Mr. Sansom suggested that Mr. Powell and Mr. Watson should decide. Mr. Zonka stated that maybe they could come up with a solution, such as a payment plan. Discussion continued.

Mr. Powell reported that Bristow Academy and Bristow Air Center at Space Coast Regional Airport had been purchased by North American Surveillance Systems (NASS) as a parent company. Mr. Powell turned the floor over to Mr. Stephen Phillips, CFO from NASS.

Mr. Phillips explained that they purchased Bristow and saved 50 jobs, because Bristow was about to close down. Mr. Phillips stated that NASS also hoped to add an additional 30 jobs, and that there wasn't a lot of information yet, but they were working out the details. Discussion continued.

Mr. Phillips stated that in the future they would like to increase helicopter training and were also looking in to the possibility of fixed-wing training, with the understanding that everything would have to be gone over with and approved by the Airport Authority Board. Mr. Phillips stated that the name would have to be changed per the contract with Bristow. Mr. Phillips stated that he saw tremendous potential in the acquisition. Discussion continued.

Mr. Zonka asked Mr. Powell about the fuel farm at Arthur Dunn Airpark. Mr. Powell stated that the tenant, Skydive Space Center had made the repairs needed to pass the inspection. Discussion continued.

Mr. Zonka asked about the status of the Request for Proposals for Engineering Firms. Mr. Powell stated that the search would begin either in December or January. Discussion continued.

Mr. Powell concluded his report.

**Attorney Report**

Mr. Watson reported that he had been working with Staff on demand letters, new leases and lease amendments, in addition to working with Staff to get things up to date. Mr. Watson stated that he had secured the Airport Authority files that were in the possession of previous attorney Mr. Tim Pickles.

Mr. Watson stated that he had spoken with Mr. Aaron McDaniel from Michael Baker International regarding the Welsh claim.

Mr. Watson concluded his report.

**Check Register & Budget to Actual**

Mr. Powell stated that the financial reports had been provided and everything was inline.

**Administration & Project Reports**

Mr. Powell stated that the reports had been provided and would be happy to answer any questions.

**Authority Members Report**

Dr. Leavitt disclosed for the record that his daughter worked for one of the law firms that was bidding. Mr. Sansom also disclosed for the record that he had a business relationship with one of the law firms, Gray Robinson.

Dr. Leavitt stated that he would like propose freezing hangar rents for three years. Dr. Niazi concurred, stating that it was getting out of control. Mr. Sansom stated that he felt the topic of freezing hangar rents should be put on hold until it is officially on the agenda.

Dr. Hosley stated that the Valiant Air Command (VAC) elections had taken place and asked Mr. Powell if there had been any dialogue regarding that. Mr. Powell stated that the only discussions he had with the VAC were regarding the Air Show. Discussion continued.

Dr. Hosley asked about the golf range operation at Arthur Dunn Airpark, stating that he had noticed the screens were not up yet. Mr. Powell stated that the Singleton Golf Driving Range was doing everything they were supposed to, but they had put the screen up and it was ripped down by Hurricane Irma. Mr. Powell stated that he would circle back them.

Mr. Sansom stated that the State of Florida budget had come out this week.

Dr. Niazi left the meeting at 9:42 a.m.

**Public & Tenants Report**

Mr. Sansom recognized Mr. Don White, President of the EAA at Merritt Island Airport. Mr. White reported that the Young Eagles Event that had been postponed and rescheduled was once again canceled because of weather and had been rescheduled to January 27<sup>th</sup> of 2018. Mr. White also announced the Toys for Tots event would be held at the Merritt Island Airport on December 9<sup>th</sup> and invited the Board members to attend. Mr. White and Dr. Hosley briefly discussed the Davinci Academy. Discussion continued amongst the Board.

**Adjournment**

Mr. Sansom adjourned the meeting at 9:46 a.m.

---

JERRY SANSOM, CHAIRMAN

---

HARRY CARSWELL, SECRETARY