

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on December 18, 2014 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; Dr. David Hosley, Vice Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Mr. Jay Starit; Mr. Milo Zonka; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney. Ms. Patricia Patch, Treasurer, 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. Hosley made a motion to approve the Agenda as presented. Mr. Starit seconded. Mr. Sansom called the question. There were no objections. Motion Passed.

Mr. Sansom announced that the presentation needed to be deferred to a later point in the meeting.

**Appearances – None****Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. November 20, 2014 – Regular Meeting****Item B – 2015 Board Meeting Schedule****Item C – Resolution to Approve an FAA Grant for the Preparation of a Wildlife Hazard Management Plan at TIX****Item D – Resolution to Approve an FDOT Grant for the Preparation of a Wildlife Hazard Management Plan at TIX****Item E – Resolution to Approve an FAA Grant for the Performance of an Airport Mapping and Aeronautical Obstruction Survey in Accordance with FAA AGIS Standards at TIX**

**Item F – Resolution to Approve an FDOT Grant for the Performance of an Airport Mapping and Aeronautical Obstruction Survey in Accordance with FAA AGIS Standards at TIX**

Mr. Powell gave a brief explanation of the resolutions.

Mr. Sansom called for a motion to approve the Consent Agenda. 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 A – Discussion and Selection of Airport Authority Board of Directors Officer Positions**

Mr. Powell explained that Board officer positions were usually decided in November, but it was deferred to December's meeting. Mr. Sansom asked if there were any nominations. Mr. Sansom asked if anyone wanted to nominate or switch positions. The Board concurred that they would like to leave the positions the way they were. Discussion continued.

Mr. Stalrit asked if Ms. Patch would have any objections to remaining the Treasurer. Mr. Powell stated that she had mentioned before that she would have no objections one way or the other. Mr. Stalrit made a motion to leave the officer positions the way they were. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item B – Discussion and Consideration of the Evaluation and Performance of the Chief Executive Officer Over the Past Year as Well as the Employment Agreement**

Mr. Powell gave a brief overview of the item. Dr. Hosley remarked that based on feedback, everything was positive, and that Mr. Powell was doing a great job. Mr. Stalrit agreed with Dr. Hosley, and stated that he was comfortable with giving Mr. Powell the bonus he had requested. Mr. Stalrit also noted that there was a six month severance with termination clause in Mr. Powell's employment agreement, and that he felt the 60 day notice should be changed to a longer period of around 90 to 120 days. Mr. Zonka stated that he felt 60 days was appropriate, but the Board should probably talk about a secession plan.

Mr. Zonka also stated that he thought there was a statute that limited the length of severance pay that employees of governmental agencies could receive. Mr. Pickles explained that the statute stated that 20 weeks was the maximum that could be applied. Mr. Pickles stated that any approval should be limited to the statute, 5 months vs. 6 months. Discussion continued.

Mr. Zonka stated that he felt Mr. Powell's salary had gotten ahead of his position, adding that he would not support the bonus request. Mr. Zonka also stated that Mr. Powell's salary should be stated in the contract, as it currently was not. Discussion continued.

Mr. Sansom stated that the Board usually had several tenants asking to give Mr. Powell a substantial raise and that there had never been a negative remark from anyone about him. Discussion continued.

Mr. Zonka stated that he felt there wasn't enough time to review Mr. Powell's contract renewal, and that the Board had received the Agenda just a couple of days before the meeting. Mr. Zonka stated that he would like to make a request to have the agenda published 7 days in advance of the meeting. Discussion continued.

Mr. Carswell made a motion to approve Mr. Powell's contract and the bonus request. There was not a second. The motion died for lack of a second. Discussion continued.

Mr. Zonka made a motion to amend the contract to have the salary stated in Section 3, to deny the bonus request and to change the severance length to comply with the statute. Dr. Niazi seconded. Discussion continued.

Dr. Hosley stated that Mr. Powell did do an outstanding job, but that the Board's obligation was to think about all Airport Authority Staff and to be sensitive to the salaries of other operations. Dr. Hosley stated that he was going to agree with the motion.

Mr. Stalrit stated that in the past years a good effort had been made to bring Mr. Powell's pay up, but he would have trouble supporting a raise. Mr. Stalrit stated that perhaps as an incentive the Board could review the bonus request mid-year and consider offering Mr. Powell half of the current request. Mr. Carswell agreed with Mr. Stalrit. Discussion continued.

Mr. Sansom stated that he would probably support the motion, but as things came in during the year the Board could think about a performance bonus. Discussion continued.

Mr. Zonka stated that he would be comfortable during the year talking about a secession plan and the Mr. Powell's job description.

Dr. Niazi stated that Mr. Powell did an outstanding job, but he would not support the bonus because of the budget and because Mr. Powell's current salary was exceptional. Discussion continued.

Mr. Sansom restated the motion and called the question. All voted aye. Motion passed.

**Presentation – Development Opportunity in the Titusville Logistics Center**

Mr. Sansom turned the floor over to Mr. Matt Davis from East Coast Industries. Mr. Davis gave a history and overview of what was happening and presented the Board with a slide show. Mr. Davis asked if there were any questions. Discussion continued.

Mr. Powell asked Mr. Davis if they would like a support letter from the Airport Authority. Mr. Davis stated that it would be great. Dr. Niazi made a motion for the letter of support. Mr. Carswell seconded.

Mr. Sansom stated that he had a voting conflict and would need to abstain from the vote. Mr. Pickles stated that the letter would have to come from the Vice Chair.

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

**Item C – Discussion and Consideration for Friday, December 26<sup>th</sup> as an Additional Paid Holiday for Calendar Year 2014**

Mr. Powell gave a brief overview of the item, stating that the County had given their employees that day off. Mr. Zonka made a motion to approve the request. Dr. Niazi 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 Jr., Inc. and Contractors Regarding Current Projects**

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

Mr. Russell presented Pay Application Number 1 in the amount of \$137,321.55 and Pay Application Number 2 in the amount of \$201,833.10, both from GLF Construction, as well as Invoice Number 895328 in the amount of \$21,181.46 from Michael Baker Jr., Inc., which were for the East Apron Rehabilitation Project at Space Coast Regional Airport.

Mr. Russell presented Pay Application Number 18 in the amount of \$36,812.48 from Arnco Construction, which was for the ARFF Facility Project at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 895327 in the amount of \$15,201.80 from Michael Baker Jr., Inc., which was for the East Side Aircraft Storage Hangar Project at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 895325 in the amount of \$16,259.68 from Michael Baker Jr., Inc., which was for the RSA Compliance & Shoreline Stabilization Project at Merritt Island Airport. Discussion continued.

Dr. Niazi made a motion to approve the invoices. Mr. Zonka seconded. Discussion continued.

Mr. Sansom called the question. All voted aye. Motion passed.

## **Information Section**

### **CEO Report**

Mr. Powell reported that the East Hangar Project at Space Coast Regional Airport was getting ready to begin, and that things were back on track with the RSA at Merritt Island Airport. Discussion continued.

Mr. Sansom asked how things were going with the Spaceport License. Mr. Powell answered that Staff was hoping for an approval by the end of March, beginning of April 2015. Mr. Powell deferred to Mr. Russell to further explain. Mr. Russell said that right now they were just answering questions, and once they are satisfied about the noise questions, they would send the remaining information in for final approval. Discussion continued.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Pickles stated that at the last Board Meeting a representative from Voyager Aviation at Merritt Island Airport had requested that because they were a business they should be able to bypass the waiting list for a t-hangar. Mr. Pickles stated that Staff had asked Voyager what they planned on using the hangar for and to date they had not responded. Mr. Powell explained that the t-hangars were meant for storage and there would be an issue with the Fire Marshall if business was being conducted in one of them. Mr. Pickles recommended waiting for a response.

Mr. Zonka asked how things were proceeding on the loan. Mr. Pickles stated that Ms. Debbie Jimenez had provided information to Suntrust, adding that Suntrust had been hesitant to approve the loan without assurances of the Airport Authority's tax exempt status. Mr. Pickles stated that Staff would have to prove that the prior loan was used for tax exempt status. Discussion continued.

Mr. Pickles concluded his report.

### **Check Register & Budget to Actual**

Mr. Powell stated that everything was in line and was happy to answer any questions.

**Administration & Project Reports**

Mr. Powell stated that the reports were provided, and briefly discussed the meeting Staff had with representatives from the FAA and FDOT. Mr. Powell stated that they inspected the projects.

Mr. Carswell exited the meeting at 9:55 am.

The Board discussed whether or not to leave closed projects on the reports. Mr. Sansom suggested leaving closed projects on the reports for about 3 months.

**Authority Members Report**

Mr. Zonka stated that he would like to establish a 7 day agenda notice before meetings. Mr. Sansom asked Mr. Powell if he could do that. Mr. Powell stated that he would endeavor to comply, if it was the will of the Board. Mr. Powell stated that there may need to be additions to the Agenda at meetings. Discussion continued.

Mr. Zonka stated that he felt the full agenda should be posted on the website for the public. Mr. Sansom stated that Staff could just put a link on the website to the full agenda. Discussion continued.

Mr. Zonka discussed the ARFF building at the Space Coast Regional Airport, stating that it was an outsized financial burden. Mr. Zonka stated that there may be potential for co-locating with a nearby County fires station that was nearby, whose building was falling down, and that it could make sense to form a partnership which could save the County and the Airport Authority money. Mr. Zonka stated that it was something the Airport Authority should explore. Mr. Sansom told Mr. Powell to have the Fire Chief and himself look into it.

Dr. Hosley asked what was going on with the SEDC in Titusville. Mr. Powell stated that he was currently the President, but there was no longer any staff. Mr. Powell stated that everyone was just trying to figure out what was the best path forward. Discussion continued.

Dr. Hosley stated that the VAC had gotten the Thunderbirds for the Airshow this year. Discussion continued.

Dr. Hosley discussed the Unmanned Vehicle Association. Discussion continued.

**Public & Tenants Report**

Mr. Don White, President of the EAA at Merritt Island, stated that they had just held the Toys for Tots event and had received 1,042 toys and \$132 in donations. Mr. White thanked the Board for their support.

Ms. Laura Canady from the City of Titusville stated that one of the commercial space providers, in regards to the spaceport license, had stated that they needed a minimum of an 8,000 foot runway to operate. Ms. Canady stated that the Airport Authority was in jeopardy of being out of the mix, but if the runway at Space Coast Regional Airport was 8,000 feet it would get the Airport Authority on the roadmap. Mr. Powell stated that Staff had already been working on that issue, and that what it really came down to was the funding entities. Mr. Powell stated that the FAA and FDOT would at least like letters of intent for further consideration. Discussion continued.

Mr. Stalrit exited the meeting at 10:15 am.

Mr. Russell stated that there would have to be at least 500 operations a day by an aircraft at the airport to be considered a critical aircraft to qualify for an 8,000 foot runway. Discussion continued.

### **Adjournment**

Mr. Sansom adjourned the meeting at 10:35 a.m.

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JERRY SANSOM, CHAIRMAN

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HARRY CARSWELL, SECRETARY