

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on April 18, 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; Dr. David Hosley; Mr. John Craig; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Dr. John Leavitt and Mr. Harry Carswell were 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 proposed changes to the Agenda. Dr. Hosley asked about the proposed legal counsel evaluation. Mr. Powell explained that the Board had asked to discuss this at some point. Mr. Sansom stated that it could be discussed under the Attorney Report. Mr. Zonka stated that he wasn't ready to discuss it and suggested that all the Board members read the reviews and have them submitted for discussion at the next meeting. The Board concurred. Discussion continued.

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

Appearances – None**Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. February 21, 2019 – Regular Meeting**

Mr. Zonka stated that on Page 3, Item C of the minutes he would like to see more detail than what was summarized regarding the discussion of supporting documentation of repairs and improvements from the tenants in Building 51. Discussion continued.

Item A of the Consent Agenda was deferred until the next meeting. Discussion continued.

Presentations – None**Old Business – Discussion & Consideration of Improving Internal Processes and Procedures**

Mr. Powell gave a brief overview of the item, stating that Staff had brought a proposal to the Board to ensure that the Airport Authority did not end up in a similar situation to the recent issue of employee improprieties. Mr. Powell stated that Staff had reached out to other entities in similar circumstances and had taken their recommendations and come up with the idea of having a removed individual in charge of administrative purchasing processes in order to have additional checks and balances. Mr. Powell stated that this individual could also provide back-up for the Finance Department and other matters related to inventory. Mr. Powell stated that the Board had asked Staff to bring it back for discussion along with additional information.

Mr. Zonka asked if Staff had brought additional information. Mr. Powell stated that additional information had been provided.

Mr. Craig stated that the fiscal impact of staffing should be looked at, and that the information provided only gave costs moving forward, but not what the change would be to the budget. Mr. Powell stated that it handled within the budget. Discussion continued.

Mr. Craig stated that he saw benefits in having another set of eyes, but felt more details needed to be provided. Mr. Sansom directed Mr. Powell to get together with Mr. Craig in providing more detail. Discussion continued.

Mr. Zonka stated that he felt that adding the new position may not be the best use of salary dollars. Mr. Zonka stated that he was most concerned about safety issues that had been opened for months because there wasn't enough staff. Mr. Zonka suggested that the maintenance problem be addressed first and then see what was left over. Mr. Powell stated that there were two new employees starting very soon, and had a gentleman on the shortlist for the Facilities Manager. Discussion continued.

Mr. Zonka stated that even at full staff there were still outstanding work orders, so he felt Staff needed to assess the situation after resuming to a full staff in maintenance and see if available salary dollars needed to be used for extra maintenance staff.

New Business

Item A – Discussion & Consideration of an Airfield Maintenance Building at Arthur Dunn Airpark

Mr. Powell gave a brief overview of the item, stating that the Board had asked Staff to bring this issue back to the Board and provide more options than originally proposed. Mr. Powell stated that Avcon had come up with a couple of different concepts, which were provided to the Board. Discussion continued.

Dr. Hosley stated that Arthur Dunn Airpark definitely needed work, but asked Mr. Powell what the level of need was to justify the new building. Mr. Powell stated that it was to ensure getting equipment and staff out of the elements. Discussion continued.

Mr. Zonka stated that Valkaria had a similar structure built for much less than what was being proposed. Mr. Zonka added that Valkaria was a much busier airport than Arthur Dunn. Discussion continued.

Mr. Craig suggested getting competitive bids, because there were several places that would provide estimates. Mr. Sansom stated that there was no hurry.

The Board concurred that there needed to be more competitive bids and deferred the item.

Item B – Discussion & Consideration of an Amendment to a Lease at Merritt Island Airport

Mr. Powell gave a brief overview of the item, stating that Servant Air Ministries at Merritt Island was asking to amend their lease to allow maintenance activity in their building. Mr. Powell explained that the original lease was a ground lease that started in January of 2008. Mr. Powell stated that some time ago, Servant Air had asked to build the facility that was currently there, but over the years things had changed and it had been brought to Staff's attention that there was activity happening in their building. Mr. Powell stated that he called Servant Air Ministries to tell them that their lease only allowed for storage of their aircraft and any commercial activity would have to be approved by the Board. Mr. Powell stated that Servant Air Ministries said they had an assessment and were told that if they added additional fire extinguishers they would be in compliance for commercial activity. Mr. Powell stated that at that time they asked if he could get approval from the Board for an Amendment to their lease to allow commercial activity to provide the services they need.

Mr. Zonka stated that he had heard they were getting a special rate that reflected their non-commercial status, but in looking at their lease he saw that they were paying very close to commercial rates. Mr. Zonka suggested putting them at market value and allow them to do commercial activity. Discussion continued.

Mr. Zonka made a motion to approve the Amendment to remove the restriction and to bring the land rent to market value. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item C – 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 3 in the amount of \$35,658.52 from Michael Baker International and Pay Request Number 3 in the amount of \$56,031.57 from C&D Construction, which were for the Port-a-Port Replacement Project at Merritt Island Airport.

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.

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

Mr. McDaniel gave an update on the Spaceport License procedure, stating that there had been no more comments, and as soon as the environmental assessment was approved, the public meeting would be scheduled.

Information Section

CEO Report

Mr. Powell reported that USATS at Space Coast Regional Airport had been acquired by an International Defense and Aerospace Group, stating that it was the same people doing the same thing, but they would take care of the past due balance by the end of June. Mr. Sansom asked Mr. Powell to give the Board an explanation of who the group was. Mr. Powell gave a brief overview of the company. Discussion continued.

Mr. Powell stated the airshow at Space Coast Regional Airport was a nice event, but there had been a situation where the jet truck caught on fire and there was some damage to the runway, but it had already been repaired and the Valiant Air Command had paid for it. Discussion continued.

Mr. Zonka suggested pulling a D&B on the International Defense and Aerospace Group just to see who they were, and bring it back to the Board.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird reported that the Welsh litigation was rolling forward, stating that there was a deposition the previous day and a discovery and mediation would be held in May.

Mr. Sansom asked Mr. Bird if there was anything he wanted to add to the Attorney Evaluation. Mr. Bird stated that he didn't have anything specific to add. Discussion continued.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that two months of financials had been provided. Discussion continued.

Mr. Zonka asked if the Airport Authority was behind on grant payables. Ms. Ashley Campbell, Finance and Grant Administration, stated that there was no hold up, but just that the process took a long time. Discussion continued.

Administration & Project Reports

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

Authority Members Report

Mr. Zonka stated that he had sent Mr. Powell information regarding hundreds of lawsuits being filed against government agencies for not having ADA compliant websites.

Mr. Bird stated that Staff was aware of the lawsuits and had reached out to see what needed to be done. Mr. Bird stated that the Airport Authority may need to get a third party vendor to make their website compliant, but also that there may be an exemption. Discussion continued.

Mr. Craig exited the meeting at 9:29 a.m.

Mr. Sansom reported that there were two weeks left in the Legislative Session and that it looked like there would be no issues for the Airport Authority.

Public & Tenants Report

Mr. Don White from the EAA at Merritt Island Airport reported that the next Young Eagles event would be on April 27th. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 9:31 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY