

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on April 21, 2011 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; Ms. Patricia Patch, Vice Chair/Treasurer; Ms. Veronica Clifford, Secretary; Mr. Jay Stalrit; Dr. Wasim Niazi; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. Dr. David L. Hosley and Mr. Al Elebash 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 changes or additions to the agenda. Seeing none Mr. Sansom called for a motion to approve. Ms. Patch made a motion to approve the agenda as presented. Mr. Stalrit seconded. There were no objections. Motion passed.

**Appearances – None****Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. March 17, 2011 – Regular Meeting**

Mr. Sansom called for a motion to approve the Consent Agenda. Ms. Clifford made a motion to approve. Mr. Stalrit seconded. There were no objections. Motion passed.

**Old Business – None****New Business****Item A – Discussion and Consideration of the Proposed 2011-2012 Fiscal Year Budget**

Mr. Powell gave a brief overview of the item stating that Staff was at the very beginning of the budget process and was seeking approval to submit. Mr. Sansom asked if the Airport Authority would be seeking ad valorem taxes from the County. Mr. Powell replied that they were not. Mr. Sansom gave a brief explanation.

Ms. Clifford asked if the Airport Authority's property insurance was separate from the County. Mr. Powell replied that it was. Discussion continued amongst the Board.

Mr. Stalrit asked if there were any pre-pays in the YTD that could affect the new budget. Mr. Powell replied that there were none, and that everything was in line with last year's budget. Mr. Stalrit asked if the rents that were in arrears were reflected in the budget. Mr. Powell replied that Staff had been conservative without making assumptions so it was a write off. Discussion continued amongst the Board.

Ms. Clifford made a motion to approve the budget for submittal. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item B – Discussion and Consideration of a Ground Lease for Florida Biplanes, Inc. at Merritt Island Airport**

Mr. Powell gave a brief overview of the item stating that Mr. Mark Grainger from Florida Biplanes was in attendance. Mr. Powell stated that Florida Biplanes was doing exceptionally well and needed their own space. Mr. Powell explained that Mr. Grainger had identified an older building at Merritt Island that was in poor shape, which engineers had previously declared was not fixable enough to make it safe. Mr. Powell stated that eventually there was a consensus of engineers that it actually could be restructured without totally tearing it down. Mr. Powell stated that Mr. Grainger wanted to rehab the building and enter into a ground lease with the Airport Authority in addition to having the first right of refusal on a parcel immediately to the west of that property. Discussion continued amongst the Board.

Mr. Stalrit asked if the building was beyond Mr. Grainger's ability to finish the rehab, would the Airport Authority seek funding to finish it. Mr. Powell stated that Staff could do that, if needed. Discussion continued.

Ms. Clifford made a motion to approve the ground lease. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item C – Discussion and Consideration of Cost Associated with the 50/50 Funding for the VAC Hangar Project at Space Coast Regional Airport**

Mr. Powell gave a brief overview of the item stating that the VAC Hangar Project had run into cost overruns of approximately \$70,000 and Staff was seeking support from the Board to pay 50% of that from Airport Authority funds based on the initial understanding of a 50/50 partnership with the VAC. Mr. Powell stated that FDOT had funded \$400,000 and the VAC had taken out a loan for their portion. Mr. Stalrit asked if FDOT would continue to pay for overruns. Mr. Powell stated that they would only pay up to \$400,000. Discussion continued amongst the Board.

Mr. Sansom suggested that the Airport Authority could pay 50% of overruns not to exceed \$50,000.

Mr. Stalrit made a motion to approve the 50/50 funding from the Airport Authority with a \$50,000 cap. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item D – Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects**

Mr. Powell gave a brief overview of the item and turned the floor over to Mr. Pendleton.

Mr. Pendleton presented Pay Request No. 10 in the amount of \$48,280.14 to Marbek Construction which was for the Valiant Air Command Hangar No. 3 Project at the Space Coast Regional Airport.

Mr. Pendleton presented Pay Request No. 11 in the amount of \$27,966.66 to Marbek Construction which was for the Valiant Air Command Hangar No. 3 Project at the Space Coast Regional Airport.

Mr. Pendleton presented Pay Request No. 3 in the amount of \$33,808.95 to KCF Site Development which was for the Runway 9 Safety Area Improvements Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice No. 11048 in the amount of \$2,025.00 to Airport Engineering which was for 25% of construction services for the Runway 9 Safety Area Improvements Project at Space Coast Regional Airport.

Mr. Pendleton presented Pay Request No. 3 in the amount of \$6,570 to Building Management Systems which was for the 10 Unit T-Hangar Construction Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice No. 11045 in the amount of \$1,499.30 to Airport Engineering which was for permitting fees for the 10 Unit T-Hangar Construction Project at Space Coast Regional Airport.

Mr. Pendleton presented Pay Request No. 2 in the amount of \$6,885 to KCF Site Development which was for the Northwest Taxilane & Aircraft Parking Project at the Merritt Island Airport.

Mr. Pendleton presented Invoice No. 11046 in the amount of \$590 to Airport Engineering which was reimbursement for fees paid to St. Johns River Management District for the Northwest Taxilane & Aircraft Parking Project at the Merritt Island Airport.

Mr. Pendleton presented Invoice No. 11043 in the amount of \$700 to Airport Engineering which was for surveying for the 6 Unit Box Hangar Construction Project at Merritt Island Airport.

Mr. Pendleton presented Invoice No. 11044 in the amount of \$3,533 to Airport Engineering which was for permitting fees for the 6 Unit Box Hangar Construction Project at Merritt Island Airport.

Mr. Pendleton presented Invoice No. 11047 in the amount of \$500 to Airport Engineering which was for permit fees for the Phase B Airport Improvements Project at Arthur Dunn Airpark.

Mr. Pendleton concluded his presentation. Dr. Niazi made a motion to approve all invoices. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item E – Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by the LPA Group, Inc. and Contractors Regarding Current Projects**

Mr. Powell gave a brief overview of the item and turned the floor over to Mr. Hambrecht.

Mr. Hambrecht presented Contractor Pay Request No.14 in the amount of \$235,484.72 to Johnson-Laux for the Administration Building Project at Space Coast Regional Airport.

Mr. Hambrecht presented Contractor Pay Request No.15 in the amount of \$69,592.14 to Johnson-Laux for the Administration Building Project at Space Coast Regional Airport.

Mr. Hambrecht presented a receipt from the City of Titusville in the amount of \$250 which was a site plan fee for the Administration Building Project at Space Coast Regional Airport.

Mr. Hambrecht presented a check request to the City of Titusville in the amount of \$1,347.21 which was a permitting fee for the Administration Building Apron Project at Space Coast Regional Airport.

Mr. Hambrecht presented a receipt from the City of Titusville in the amount of \$1,249.83 which was a permitting fee for the Administration Building Apron Project at Space Coast Regional Airport.

Mr. Hambrecht presented Invoice No. 2 in the amount of \$31,788.44 to the LPA Group, Inc. which was for the design and bidding for the Administration Building Apron Project at Space Coast Regional Airport. Discussion ensued amongst the Board.

Mr. Stalrit made a motion to approve the invoices. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections. Motion passed.

## **Information Section**

### **Executive Director Report**

Mr. Powell reported that everything was moving at the speed of light and Staff was pushing things through quickly, even with all the extra required processing.

Mr. Powell reported that Staff had gotten a four to one vote with the City of Titusville to approve a Brownsfield Designation for Space Coast Regional Airport and Arthur Dunn Airpark. Mr. Powell stated that one of the Council members was concerned that there may not have been adequate notification to the residents in the Arthur Dunn vicinity. Discussion continued.

Mr. Sansom made a suggestion that when the new Administration Building was completed the Airport Authority could hold a public workshop to explain the Brownsfield Designation process to residents. Discussion continued.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Pickles reported that there had been little resistance from the City of Titusville staff regarding the Brownsfield Designation. Mr. Pickles explained that the designation would have no detrimental effect on the surrounding neighborhood and did not have to be disclosed and that perhaps legislature would consider renaming the designation to something better that reflected what it really was.

Mr. Pickles discussed the potential development of a Building Department within the Airport Authority, stating that he had been looking at Port Canaveral as an example. Mr. Pickles requested that the Airport Authority Board talk about what exactly they wanted to do, and if they wanted to take the next step there were some options to consider. Mr. Pickles proceeded to list the options:

1. The Airport Authority could choose to have a fully staffed independent building department. One of the employees would have to be a state licensed general contractor and meet all statutory requirements to be a building inspector. A full-fledged staff would run around \$150,000-\$200,000 a year.
2. The Airport Authority could choose to have a part time building inspector based on activity, who would be selected as a consultant through a Request for Proposals. This would be less expensive than the full time staff.
3. The Airport Authority could choose either option one or two in through either the City or the County.

4. The Airport Authority could choose to do nothing.

Mr. Pickles stated that Mr. Sansom had mentioned something about the possibility of current legislation regarding fees and that it could change. Mr. Pickles stated that perhaps the Board may want to wait and see what happened with that before making a decision. Mr. Pickles stated that his recommendation for the Airport Authority was to try option two which was less risky and more cost effective.

Mr. Stalrit asked if the Board could get a cost analysis comparing the more traditional route with the new route. Mr. Sansom suggested that the analysis include the last four years, but didn't have to be down to the penny. Discussion continued amongst the Board.

Mr. Sansom stated that he believed that option two was the only viable option for the Airport Authority. The Board concurred. Mr. Sansom asked Mr. Pickles and Mr. Powell to pursue that avenue. Mr. Pickles stated that legislature should have been passed by the time of the next Airport Authority Board Meeting. Discussion continued.

Mr. Pickles concluded his report.

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

Mr. Powell stated that everything was in line.

#### **Administration & Project Reports**

Mr. Powell stated that there was a lot going on and everything was moving forward, adding that some of the projects were simply waiting for final nods to physically start breaking ground.

Mr. Sansom asked about the Bristow Project at Space Coast Regional Airport. Mr. Powell stated that it would go out for bid in about a month-and-a-half. Discussion continued.

Ms. Clifford asked if the Facilities Rehabilitation Project at the Merritt Island Airport was near completion. Mr. Powell stated that it was and gave a brief overview.

Ms. Clifford asked about the status of the portable buildings at the Merritt Island Airport. Mr. Powell stated that everything was moving forward in working on the last thing that needed to be done in order to occupy the buildings. Discussion continued.

Ms. Clifford asked about the Shoreline Stabilization at Merritt Island Airport. Mr. Powell stated that the Environmental Overview had been done so that FAA would believe the estimated amount given to them was correct. Mr. Powell stated that the

FAA did agree and Staff was going to move forward with a full-blown Environmental Assessment and the move towards doing the project. Mr. Powell stated that the whole project would cost between 4.5 and 5 million dollars. Discussion continued.

Ms. Clifford asked if the Airport Authority had a deductible on property insurance. Mr. Powell stated that it was \$5,000.

### **Authority Members Report**

Mr. Stalrit asked Mr. Powell to update the Board on the damage done to the EAA building at Arthur Dunn Airpark during the recent storms. Mr. Powell stated that Staff had some estimates done on the building and the insurance company also came to look at the damage. Mr. Powell stated that Staff was working as quickly as possible to get the building fixed so the EAA would no longer be displaced. Discussion continued.

Mr. Stalrit asked if Staff had a response from NASA regarding the Shuttle Landing Facility proposal the Airport Authority had given them. Mr. Powell stated that he had not received a response yet. Discussion continued amongst the Board.

### **Public & Tenants Report**

Mr. Tony Yacono from the Merritt Island Airport thanked everyone for their work on the portable buildings and the permitting. Mr. Yacono discussed Florida Biplanes and Mr. Mark Grainger, stating that Mr. Grainger stayed in touch with him regarding any issues and resolved them quickly. Mr. Yacono also stated that Mr. Grainger followed all the safety rules and had very good pilots working for him.

Mr. Yacono stated that there would be a Young Eagles event at the Merritt Island Airport on May 7.

Mr. Yacono stated that operations were up at Merritt Island Airport to about ninety hours a day from the flight school, and that there had been several complaints from neighboring residents, many of whom wouldn't tell who they were. Mr. Yacono stated that he was now providing an email address so people could reach him that way and added that they are not considered complaints if he had no contact information from them. Discussion continued.

Mr. Bill Weiler from the Civil Air Patrol gave an update on their activities. Mr. Weiler also stated that there was no compass rose at the Merritt Island Airport and wanted to know if there was something the Civil Air Patrol could do to help get one there. Discussion continued.

Mr. Weiler stated that Brevard County was the only county in Florida that didn't allow Junior ROTC to accept Air Force money for orientation flights for the

students, because there was some type of clause in the school board's insurance that even though it's Air Force money they will not allow it. Mr. Sansom asked Mr. Weiler to get him some details on that. Mr. Weiler stated that they were actually able to get the Air Force to write a separate rider and would now be able to get that money for the students.

Mr. Weiler stated that there was water coming off the roof at the Sheriff's building which was taking tiles of the Civil Air Patrol's roof, and he asked if they could put a gutter up or something else to resolve that issue. Discussion continued.

**Adjournment**

Mr. Sansom adjourned the meeting at 10:32 a.m.

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JERRY SANSOM, CHAIRMAN

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VERONICA CLIFFORD, SECRETARY