

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on March 15, 2018 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. John Leavitt, Treasurer; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney; Mr. John Craig was absent.

Call to Order

Mr. Zonka called the meeting to order and determined that a quorum was present.

Approval of the Agenda

Mr. Zonka stated that at the last meeting the Board had discussed having Mr. Brian Lightle from Lightle, Beckner & Robinson come to the next meeting to give an update on the status of discussions between his firm and the Airport Authority in regards to their representation. Mr. Zonka noticed Mr. Lightle and suggested adding the item to the agenda under Appearances. (Dr. Niazi entered the meeting) Mr. Zonka called for a motion to approve the Agenda as amended. Dr. Leavitt made the motion. Dr. Hosley seconded. Mr. Zonka called the question. All voted aye. Motion passed.

Appearances – Mr. Brian Lightle from Lightle, Beckner & Robinson

Mr. Powell gave a brief overview, stating that some time back the Board had given direction to Staff to retain a real estate broker to help the Airport Authority ensure and realize the full utility of their facilities. Mr. Powell stated that a Request for Proposals had been put out with two qualified firms responding, to which the Board had selected Lightle, Beckner & Robinson. Mr. Powell stated that since then Staff and Lightle, Beckner & Robinson had been trying to come up with an agreement that could work for the Authority based on where they were at the moment. Discussion continued.

Mr. Zonka turned the floor over to Mr. Lightle for an update and to see if the Board had any questions for him. Mr. Lightle gave a brief update, stating that their goal was maximum exposure of the Airport Authority's assets. Mr. Lightle explained what those assets were. Mr. Lightle stated they had only one comment to work on with Mr. Bird that afternoon and he was confident that the agreement could be signed within the next week. Mr. Lightle stated that they would create marketing materials that would accurately portray the opportunities at the airports and launch after approval by Staff and the Board. Discussion continued.

Presentations – None

Consent Agenda**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. February 15, 2018 – Regular Meeting**

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

Old Business**Item A – Consideration & Selection of Firm (s) for General Consulting Services for the Titusville-Cocoa Airport Authority (short-listed)**

Mr. Powell gave a brief overview of the item, stating that the Board had selected VHB and Avcon for consideration and presentations. Mr. Powell stated that the Board had already elected to select Michael Baker International at the last meeting.

Mr. Zonka called Avcon to make their presentation first, asking them to keep the presentation to 15 minutes. Mr. Sandeep Singh from Avcon gave an overview and history of the company. (Mr. Sansom entered the meeting) Mr. Singh turned the presentation over to Mr. Rob Hambrecht. Mr. Hambrecht briefly went over the experience of each team member, stating that the key team members were in Brevard County. Mr. Hambrecht discussed the firm's experience in more detail. Mr. Singh wrapped up Avcon's presentation by sharing some testimonials and opening up the floor for questions. Discussion continued.

Mr. Zonka called VHB to make their presentation. Mr. Fin Bonset from VHB introduced himself and provided handouts to the Board. Mr. Bonset gave an overview of the firm, stating he would be the dedicated project manager. Mr. Bonset introduced each team member and highlighted their strengths. Mr. Bonset introduced Mr. Doug Hambrecht and turned the floor over to him to continue with the presentation. Mr. Hambrecht showcased some of the projects his engineering staff had done over the years. Mr. Hambrecht turned the presentation back over to Mr. Bonset. Mr. Bonset wrapped up the presentation and opened up the floor for questions. Discussion continued.

Mr. Zonka brought the discussion back to the Board. Dr. Hosley suggested that the Board use the provided score sheets. Mr. Powell gave a brief explanation and reminder of how to proceed with scoring. Mr. Zonka called a brief recess to allow the Board members to fill out the score sheets at 9:30 a.m.

Mr. Zonka reconvened the meeting at 9:35 a.m.

Mr. Zonka announced the results of the scoring, stating that Avcon had a total of 354 points with an average between first and second of 1.5 and VHB had a total of

347 points with a first and second average score of 1.5. Mr. Zonka stated that both firms were essentially tied. Discussion continued.

The Board concurred that both firms were very good and equally qualified, but they concluded that in order to break the tie they would go with the total points, which put Avcon at a 5 point advantage. Dr. Leavitt made a motion to go with the total points. Mr. Sansom seconded the motion. Mr. Zonka called the question. All voted aye. Motion passed and Avcon was selected.

Mr. Zonka called a brief recess.

New Business

Mr. Sansom reconvened the meeting.

Item A – Discussion & Consideration of an Amendment to Extend a Lease Agreement at Arthur Dunn Airpark

Mr. Powell gave a brief overview of the item, stating that the amendment was for a ground lease agreement with the County's North Area Parks and Recreation Department for their maintenance and office area. Mr. Powell explained to the Board where the property was and gave a brief history of the agreement. Mr. Powell stated that at one time the County had asked to have 5 year extension options upon written request. Mr. Powell explained that they were asking for the same terms on what was their fourth five year amendment. Discussion continued.

Mr. Zonka suggested adding language that at the end of this five year term, the property would be appraised, or use a recent appraisal, and the lease amount would be set based on that number. Mr. Powell stated that he didn't believe that property was included in the last appraisal. Mr. Zonka stated that at the next renewal the Airport Authority could do it at an appraised rate. Discussion continued.

Mr. Zonka made a motion to renew the requested extension, with the caveat that after that five years the lease amount would be set based on fair market value. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International & Contractors Regarding Current Projects

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

Mr. McDaniel presented Pay Request Number 2 in the amount of \$153,846 from American Infrastructure Services, which was for the Runway End Identifier Lights Replacement Project at Spacecoast Regional Airport. Mr. McDaniel stated that the project was being closed out soon.

Mr. McDaniel presented Pay Request Number 13 in the amount of \$164,180 from Sterling Enterprises, which was for the Runway Safety Area Shoreline Stabilization and Improvements Project at Merritt Island Airport. Mr. McDaniel stated that the invoice covered the majority of the final construction, and that there was just a small amount of additional plantings left to do along with some rock to put in at the mitigation island. Discussion continued.

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

Mr. McDaniel gave a brief update on the Spaceport License. Discussion continued.

Information Section

CEO Report

Mr. Powell reported that the Airport Authority received their lighted X's, giving them more sets for use with multiple runways. Mr. Powell stated that this would make the Airport Authority more sufficient.

Mr. Powell reported that there had been another successful C17 Operation at Space Coast Regional Airport, and complimented the tower staff for stepping up to the plate when Astrotech had requested an earlier arrival than originally planned. Discussion continued.

Mr. Powell gave an update on what was going on with KB Homes and the property across Grissom Parkway near the Space Coast Regional Airport. Discussion continued.

Mr. Powell stated that Staff was helping U.S. Aviation Training Solutions at Space Coast Regional Airport to establish housing for their students and trying to assist them in reserving a block of rooms training programs at the new Hyatt Residency that was going to be built across from the airport on U.S. 1. Discussion continued.

Mr. Powell stated Staff had found a letter from FDOT to the City of Titusville giving them some concessions with regard to their limited access right-of-way. Mr. Powell stated that one of the things this could possibly do is open up more water pressure down at the end where Space Coast Regional Airport is. Discussion continued.

Dr. Leavitt asked about the project at Merritt Island Airport to repair the dip in the runway. Mr. Powell turned the floor over to Mr. McDaniel. Mr. McDaniel gave an update on the project, stating that they were just waiting for the grant to go through and then would be able to start the process. Discussion continued.

Mr. Zonka discussed alternative grants and funding that the Airport Authority could possibly tap into. Discussion continued.

Dr. Niazi stated that he had sent an article to Mr. Powell about low lead, low octane fuel and asked Mr. Powell if he could comment on it. Mr. Powell stated that Mr. Buck Crenshaw from Spaceport Avionics at Space Coast Regional Airport was in the audience and he had asked to possibly put in a tank of Swift Fuel, but it was definitely something to look into. Mr. Powell asked Mr. Crenshaw to expound on the subject. Mr. Crenshaw gave the Board an explanation and stated that they were moving forward into putting all the information together to present to the Board. Mr. Crenshaw also stated that they would make sure that they met all the standards. Discussion continued.

Mr. Carswell asked Mr. Powell if the Airport Authority had enough maintenance employees to keep up with the needs of the three airports. Mr. Powell stated that they were keeping up with everything, but could always use more people. Mr. Powell stated that some of the maintenance employees had gone through advanced training for operations so that they can go out and be allowed to do airfield inspections. Discussion continued.

Dr. Hosley asked about the FAA lighting project at Space Coast Regional Airport. Mr. Powell gave an update. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird discussed the Lightle, Beckner & Robinson agreement, stating that the Airport Authority had special needs that were somewhat constrained, but he and Mr. Lightle were working on the changes and moving forward. Discussion continued.

Mr. Bird stated that they were still working on delinquent tenants in t-hangars, and hoping to streamline the procedure between Staff and Legal to create an efficient way of handling those matters.

Mr. Bird stated that he and Mr. Watson were working on the transition between firms and obtaining all the documents, especially with the Welsh case.

Mr. Bird concluded his report.

Check Register & Budget to Actual

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

Administration & Project Reports

Mr. Powell stated that the reports were provided and hoping that there would be updates on the new projects soon.

Authority Members Report

Dr. Hosley talked about a humanitarian issue regarding some missionaries in Haiti that were attacked and left for dead. Dr. Hosley stated that one of the Space Coast Regional Airport tenants, Mr. Joe Hurston, flew to Haiti and picked up the missionaries and flew them back to the United States where they were operated on and their lives were saved. Discussion continued.

Mr. Zonka stated that he met with Troy Post, Executive Director of the North Brevard Economic Development Zone, and they discussed the MRO show coming up, hoping that Mr. Powell would participate. Mr. Zonka stated that the NBEDZ would be paying the expenses. Mr. Powell stated he would participate. Mr. Zonka exited the meeting. Discussion continued.

Mr. Sansom discussed the State of Florida Legislative Session.

Public & Tenants Report

Mr. Bill Weiler from the Civil Air Patrol stated that Embry Riddle was testing many different fuels that were coming in every few weeks, then they pull the spark plugs. Mr. Weiler gave an update, along with many of the Civil Air Patrol highlights. Discussion continued.

Mr. Don White, President of the EAA at Merritt Island Airport, announced that they held the Ford Tri-Motor at the Space Coast Regional Airport, and they did 36 flights. Mr. White stated that they had about 375 paying passengers on the flights which were all full. Mr. White stated that the EAA got \$5 a seat, which went to the Warbird Museum. Discussion continued.

Mr. White stated that the next Young Eagles event would be held on April 28th. Mr. White stated that he felt the maintenance at the airports seemed to be slowing down. Mr. White gave the example of PAPI lights being out at Arthur Dunn Airpark and Merritt Island since the hurricane. Mr. McDaniel gave an update on the lights, stating that they found the lights were submerged during the hurricane and there had been degradation. Mr. Powell stated that Staff had to follow a checklist and exhaust all options in order to get funding to repair/replace the lights. Discussion continued.

Mr. Buck Crenshaw gave an update on happenings at Spaceport Avionics. Mr. Crenshaw also told the Board that Mr. Tom Fotopoulos, the owner of Aircan at Space Coast Regional Airport, passed away on March 10th. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 10:55 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY