

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on January 18, 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. Milo Zonka, Vice Chairman; Dr. John Leavitt, Treasurer, Mr. Harry Carswell, Secretary; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq. Mr. Jerry Sansom, Dr. Wasim Niazi and Mr. Jay Stalrit were absent.

Call to Order

Mr. Zonka chaired the meeting in Mr. Sansom's absence. Mr. Zonka called the meeting to order and determined that a quorum was present.

Approval of the Agenda

Mr. Zonka asked if there were any changes or additions to the Agenda. Seeing none, Mr. Zonka called for a motion to approve the Agenda as presented. Dr. Hosley made the motion. Dr. Leavitt seconded. Mr. Zonka 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. December 21, 2017 – Regular Meeting**

Ms. Kimberly Paschke, Administrative Manager, stated that in Mr. Sansom's absence he had requested the addition of the word "possible" before "conflict on page 4 in the 3rd paragraph of Item A under New Business.

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

Old Business**Item A – Discussion & Consideration of Legal Services for the Titusville-Cocoa Airport Authority**

Mr. Powell gave a brief overview of the item stating that at the December Regular Board Meeting, the Airport Authority Board had narrowed the field of candidates

for Legal Services down to four firms to present at the current Board Meeting: Gray-Robinson, Watson, Soileau, DeLeo & Burgett, Richard A. Harrison, P.A. and Mintzer, Sarowitz, Zeris, Ledva, and Meyers.

Mr. Zonka recommended going through the proceedings at the current meeting and have the Board make a decision at the next Regular Board Meeting in February. Mr. Zonka asked if firms should step out while each firm was presenting. The presenting firms agreed that they would. Mr. Zonka called Mr. Brian Eves from Mintzer, Sarowitz, Zeris, Ledva, and Meyers to the floor. Mr. Eves introduced himself as the lead, introduced his team members, Mr. Thomas Fabrizio and Mr. Kevin Davis, and gave a brief presentation, followed by Question & Answer from the Board. Mr. Fabrizio gave a brief overview of his governmental experience. Discussion continued.

Mr. Zonka called Mr. Adam Bird from Gray-Robinson to the floor. Mr. Bird introduced himself and gave a brief presentation, followed by Question & Answer from the Board. Discussion continued.

Mr. Zonka called Mr. Victor Watson from Watson, Soileau, DeLeo & Burgett to the floor. Mr. Watson, who was currently acting legal for the Airport Authority, gave a brief presentation, followed by Question & Answer from the Board. Discussion continued.

Mr. Zonka called Mr. Richard Harrison to the floor. Mr. Harrison introduced himself and his colleague Daniela Leavitt, and gave a brief presentation followed by Question & Answer from the Board. The Board briefly discussed the possible conflict of interest related to Ms. Leavitt's relationship to Dr. Leavitt who sits on the Airport Authority Board. Discussion continued.

Mr. Zonka brought all the firms back into the board room and thanked them, opening up the floor for more discussion by the Board. Mr. Zonka suggested that the Board members fill out their rating sheets and take action at the next Regular Board Meeting in February. Ms. Kimberly Paschke, Administrative Manager, stated that she could send absent Board members the recorded minutes section related to this item so they could hear the presentations. Discussion continued.

Dr. Hosley made a motion to table the item until the next meeting. Mr. Carswell seconded. Mr. Zonka called the question. There were no objections. Motion passed.

Item B – Discussion & Consideration of a Submittal by Spaceport Avionics

Mr. Powell gave an overview of the item, stating that he was bringing a formal submittal from Spaceport Avionics to the Board, and that Mr. Dean Spurlock for Spaceport Avionics was in attendance. Mr. Powell stated that Spaceport Avionics was offering \$3,000 as the compromised difference in the total area that was in question, and elected to pay for the parking area that they had been utilizing for that

amount of time in the amount of \$ \$3,186.90 for a total of \$6,186.90. Discussion continued.

Mr. Powell stated that he recommended approval of the proposal. Discussion continued.

Mr. Powell stated that Spaceport Aviation had asked for 12 months to pay the \$3,000 amount off. Mr. Zonka asked if Spaceport Aviation was going to be signing the agreement for expanded space immediately. Mr. Powell stated that it would all be tied into the amendment, and the 12 month payment plan would be referenced. Mr. Zonka stated that he felt it should be made a requirement that they must sign the document within 30 days. Discussion continued.

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

New Business

Item A – Discussion & Consideration of a 60 Day Extension to Current Engineering Contracts

Mr. Powell gave a brief overview of the item, stating that the Request For Qualifications was running until January 31, 2018 and that Staff wanted to ask for a 60 day extension because the master agreement with the current firms expired at the end of February, and understanding that the Board may want to create a short list the selection may not be for 2- 3 months. Mr. Powell stated that Staff wanted to make sure that the Airport Authority was 100% covered under the current firms with projects that needed to move forward. Discussion continued.

Mr. Carswell made a motion to approve the requested extension. Dr. Leavitt seconded. Mr. Zonka 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. Powell gave an overview of the item and turned the floor over to Mr. McDaniel.

Mr. McDaniel presented Pay Request Number 5 in the amount of \$12,949.14 from Michael Baker, which was for the Runway End Identifier Lights Replacement Project at Spacecoast Regional Airport.

Mr. McDaniel presented Pay Request Number 18 in the amount of \$1,908.01 from Michael Baker, which was for the Spaceport License and Associated Improvements at Space Coast Regional Airport. Discussion continued.

Mr. McDaniel presented Pay Request Number 24 in the amount of \$1,858.32 from Michael Baker, which was for the Runway Safety Area Project at Merritt Island Airport.

Mr. McDaniel stated that they were continuing to do environmental maintenance to include monitoring that maintenance. Mr. Zonka asked Mr. McDaniel if it was a quarterly bill. Mr. McDaniel stated that it was. Mr. Zonka asked if it would be possible for Michael Baker to bill it annually. Mr. McDaniel stated that he had no problem with that. Discussion continued.

Mr. McDaniel presented Invoice Number 1000243 in the amount of \$25,908.70 from Michael Baker, which was for the Port-A-Port Hangar Replacement Project at Merritt Island Airport. Mr. McDaniel stated that the project would go out for bid in the next couple of months. Discussion continued.

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

Information Section

CEO Report

Mr. Powell reported that there were a couple of groups building high end hotels near the airport and that one of the groups had come and asked for some help with regard to Notice of Proposed Construction or Alterations on or Near an Airport. Mr. Powell stated that they just wanted to make sure that what they were doing wasn't going to be in conflict with the Airport Authority's projected growth. Mr. Powell stated that he and Michael Baker were trying to help expedite the process. Discussion continued.

Dr. Leavitt asked if there were any updates on KB Homes. Mr. Powell stated that there had been nothing new. Dr. Leavitt asked if Staff could provide an update at the next meeting. Mr. Powell stated that he would.

Mr. Powell concluded his report.

Attorney Report

Mr. Watson reported that he had been working on various matters, to include Spaceport Avionics and another issue with a t-hangar tenant. Discussion continued.

Mr. Watson concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that there were no financial reports this time, but everything was in line.

Administration & Project Reports

Mr. Powell stated that there were no real updates other than what Mr. McDaniel had reported.

Authority Members Report

Mr. Carswell asked Mr. Powell what the procedure was to replace Mr. Stalrit on the Board. Mr. Powell stated that he had not heard anything from Commissioner Barfield's office or from Mr. Stalrit. Mr. Carswell stated that he would call Commissioner Barfield. Discussion continued.

Public & Tenants Report – None

Adjournment

Mr. Zonka adjourned the meeting at 10:11 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY