

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on October 20, 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; Dr. Wasim Niazi; Mr. Jay Stalrit; Dr. David L. Hosley; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney.

**Call to Order**

Mr. Jerry 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. Ms. Clifford seconded. There were no objections. Motion passed.

**Appearances – None****Presentations****Item A – Mr. Michael Kraftstile, Mr. Paul Smith and Mr. Dennis Franklin from Dependable Code Services - Overview on Becoming an Independent Permitting Authority**

Mr. Powell gave a brief overview of the item and turned the floor over to Mr. Kraftstile. Mr. Kraftstile gave a brief history of the company and stated that they specialize in doing third party building inspections and code services. Mr. Kraftstile explained exactly what their firm did and discussed how they could help the Airport Authority. Discussion ensued amongst the Board.

Mr. Sansom asked Mr. Pickles if the Airport Authority was required to put out a Request for Proposals (RFP) in order to contract a consultant. Mr. Pickles stated that he was hoping to do that within the next two weeks. Discussion continued.

Dr. Hosley strongly encouraged the Board to move forward with an RFP. Mr. Sansom stated that Mr. Pickles should be bringing a resolution to the next regular Board Meeting. Discussion continued.

The presentation was concluded.

**Item B – Mr. Todd Anderson from Holland Sheltair**

Mr. Powell gave a brief overview, stating that Holland Sheltair owned and operated one t-hangar building at Space Coast Regional Airport and three t-hangar buildings at Arthur Dunn Airpark, and that Mr. Anderson wanted to sell the hangars to the Airport Authority for approximately \$1.5 million. Mr. Powell turned the floor over to Mr. Anderson.

Mr. Anderson presented his proposal to the Airport Authority Board, stating that Holland Sheltair originally had a vision of doing more at the two airports, but things had changed.

Mr. Powell explained that the Airport Authority originally had grants for more hangars, but they have since gone away and that he wasn't sure if the timing was right to buy the hangars. Discussion continued amongst the Board.

Mr. Sansom discussed deprivation and stated that he didn't think the Authority was interested in taking over the hangars right now, but may be willing to look at it. Mr. Stalrit asked Mr. Anderson if the opening offer was subject to negotiations and if they would be amenable to a payment plan. Mr. Anderson stated that they were. Mr. Stalrit recommended that an impartial financial analysis be executed. Discussion continued.

Mr. Sansom asked Mr. Anderson to work on a financial analysis and bring it back to the Board.

The presentation was concluded.

**Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

- 1. September 15, 2011 – Regular Meeting**
- 2. September 15, 2011 – Second Budget Hearing**

**Item B – Approval of a Supplemental Grant from FDOT for the Ten Nested T-Hangar Project at Space Coast Regional Airport**

Mr. Sansom called for a motion. Mr. Stalrit gave a motion to approve the Consent Agenda as presented. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Old Business****Item A – Discussion and Consideration of Lease Rates for the New Box Hangars at Merritt Island Airport and Space Coast Regional Airport Along with a Method of Tenant Selection**

Mr. Powell gave a brief overview of the item, stating that the Board had asked Airport Authority Staff to make an analysis. Mr. Powell explained that Staff had asked Steve Ellis from Davies, Houser and Secrest for assistance. Mr. Powell turned the floor over to Mr. Ellis.

Mr. Ellis stated that he wanted to show the Board what the rental rates should be, provided a three page worksheet, and broke it down for the Board. Mr. Ellis explained that the rates were allocated based on square footage and the costs that were considered were annual maintenance and administration costs, which were from the Airport Authority's approved budget. Discussion continued.

Mr. Sansom stated that the rate should be established without any supplements by the Airport Authority.

Dr. Niazi asked if square footage rate was the same as the current hangars. Mr. Powell stated that it was not. Mr. Sansom stated that the rate was based on the costs of hangars that were new. Discussion continued.

Mr. Ellis explained that the rental rate should be \$4.43 per square foot in order to recover costs. Dr. Niazi stated it would create a huge problem to charge more than what the Airport Authority charged for old hangars. Mr. Sansom stated it wasn't realistic to charge the same as the old hangars. Discussion continued.

Mr. Ellis stated that the rates Airport Authority Staff had recommended were:

\$350.00 per month for T-Hangars  
\$495.00 per month for Box Hangars

Mr. Ellis stated that the actual calculated rates based upon his analysis were:

\$469 per month for T-Hangars  
\$574 per month for Box Hangars

Mr. Sansom stated that he felt the Authority would need a really good reason to take less than the recommended amount. Discussion continued.

Dr. Niazi made a motion to go with the Staff recommendation. Ms. Patch seconded. Discussion ensued.

Mr. Elebash stated he wasn't in favor of the current motion. Mr. Stalrit made a substitute motion of \$400.00 per month for the T-Hangars and \$500.00 per month for the Box Hangars. Dr. Hosley seconded the substitute motion. Discussion ensued.

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

Mr. Powell discussed the method of selection for the new hangars. Mr. Powell stated that historically the Airport Authority had used three methods; first come first serve, go down the waiting list, the transfer of existing tenants. Mr. Sansom suggested that the Authority try the transfer of existing tenants by allowing the tenants to put their name on a list and if there were more than six names go to seniority and next to the waitlist. The Board concurred.

## **New Business**

### **Item A – Discussion and Consideration of T-Hangar Use Policies and Waitlist Notification Procedures**

Mr. Powell gave a brief overview, stating that the last time the Airport Authority had hangar inspections that the inspections had been delayed on large part because of the notification procedures. Mr. Powell stated that in addition, the current policies for the hangar waiting list seemed to hold up the process of getting the hangars rented out. Mr. Powell stated that another problem with the t-hangars, was current tenants adding co-lessees to their hangar and then leaving the hangar shortly thereafter, ultimately bypassing the waiting list altogether. Mr. Powell stated that it wasn't a problem with tenants who were actually co-owners of the aircraft in the hangar. Mr. Powell stated that these were the biggest areas that were causing Staff hardship in providing the best service to the tenants. Discussion continued.

Mr. Sansom asked Mr. Powell what he recommended. Mr. Powell suggested that the Authority make a policy that tenants give the airport contact information at the least annually. The Board concurred. In regards to the hangar list, Mr. Powell gave the board a list of recommendations. The Board agreed that applicants should be given seven days to respond to a hangar offer via the applicants preferred method of contact. In addition, the Board concurred that applicants be moved to the bottom of the list after two failures to respond as opposed to the current number of three. The Board also decided that if an applicant turns down a hangar they should be moved to the bottom of the list immediately.

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

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

Mr. Pendleton presented Pay Request No. 6 from Building Management Systems in the amount of \$140,912.17, Invoice No. 103008-06 from Building Management Systems in the amount of \$6,864.24, and Airport Engineering Invoice Numbers 11129 in the amount of \$2,904.48, 11128 in the amount of \$2,352.90, 11127 in the amount of \$6,105, and 11126 in the amount of \$4,830, which were for the 10-Unit T-Hangar Construction Project at Space Coast Regional Airport.

Mr. Sansom asked for approval of the invoices. All voted aye. Invoices Approved.

Mr. Pendleton presented Airport Engineering Invoice Numbers 11130 in the amount of \$1,190, 11131 in the amount of \$907.50, 11132 in the amount of \$2,400, 11133 in the amount of \$532.38 in addition to Pay Request Number 2 from Advanced Utility Service in the amount of \$24,760.77, which were for the South Apron Security Lighting Project at Merritt Island Airport.

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

Mr. Pendleton presented Pay Request No. 5 – Final from Britt Construction in the amount of \$40,752.73 and Airport Engineering Invoice Numbers 11125 in the amount of \$2,057.01, 11124 in the amount of \$1,271.30, 11123 in the amount of \$2,640, and 11122 in the amount of \$1,740, which were for the 6-Unit Box Hangar Project at Merritt Island Airport.

Dr. Hosley made a motion to approve the invoices. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Invoices approved.

Mr. Pendleton presented Invoice No. 11135 in the amount of \$587.25 from Airport Engineering, which was for the Perimeter Fence-Surface Painted Hold Position Signs Project at Space Coast Regional Airport.

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

Mr. Pendleton presented Airport Engineering Invoice Number 1117 in the amount of \$3,000, Cape Publications-Bid Advertising Invoice in the amount of \$1,238.48, Pay Request Number 1 from KCF Development in the amount of \$17,163.78, Airport Engineering Invoice Number 11134 in amount of \$2,665.73, City of Titusville Permit Fee Receipt in the amount of \$15,542.51, and Airport Engineering Invoice Number 11147 in the amount of \$8,250, which were for the Bristow Site Improvements Project at the Space Coast Regional Airport.

Ms. Clifford made a motion to approve the invoices. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Invoices approved.

Mr. Pendleton presented Pay Request Number 7 – Final from KCF Site Development in the amount of \$15,547.93 and Airport Engineering Invoice Number 11118 in the amount of \$557.60, which were for the Runway 9 Safety Area Improvements Project at Space Coast Regional Airport.

Mr. Stalrit made a motion to approve the invoices. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Invoices approved.

Mr. Pendleton presented Airport Engineering Invoice Number 11119 in the amount of \$543.90 and Pay Request Number 5 – Final from KCF Site Development in the

amount of \$9,567.24, which were for the Northwest Taxilane & Aircraft Parking Project at Merritt Island Airport.

Mr. Stalrit made a motion to approve the invoices. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Invoices approved.

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

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

Mr. Hambrecht presented LPA Invoice Number 809439 in the amount of \$19,941.94, City of Titusville Pre-Application Receipt in the amount of \$309.50 and LPA Invoice Number 810561 in the amount of \$68,763.52, which were for the ARFF Building Project at Space Coast Regional Airport.

Dr. Hosley made a motion to approve the invoices. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Invoices approved.

Mr. Hambrecht presented Pay Request Number 21 from Johnson – Laux in the amount of \$16,621.84 and Pay Request Number 22 from Johnson – Laux in the amount of \$76,720.51, which were for the Administration Building Project at Space Coast Regional Airport.

Mr. Elebash 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 there were several projects in full swing and that Staff was keeping very busy.

Mr. Powell stated that recently Staff had met with four different groups interested in locating to the area.

Mr. Powell reported that Staff was having good conversations with the FAA in regards to them considering grants for the Apron Expansion on the West Side of Space Coast Regional Airport and also for an apron at the Valiant Air Command.

Mr. Powell concluded his report.

**Attorney Report – None**

**Check Register & Budget to Actual**

Mr. Powell stated that a report was not provided because Staff was in yearend reconciling, but everything was in line.

**Administration & Project Reports - None**

**Authority Members Report**

Ms. Clifford briefly discussed the permitting issue and the Holland Sheltair issue.

Mr. Sansom and Mr. Powell discussed the finalization of the Administration Building at the Space Coast Regional Airport.

Mr. Sansom thanked Staff for their hard work.

**Public & Tenants Report**

Representative Ralph Poppell thanked the Board and Mr. Powell for all their hard work and stated that the word was getting out about the wonderful things happening at the Airport Authority and the airports. Mr. Poppell also stated that the new Administration Building was wonderful.

Mr. Tony Yacono announced that the EAA Young Eagles event was going to be held on November 12, 2011.

**Adjournment**

Mr. Sansom adjourned the meeting at 11:17 a.m.

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JERRY SANSOM, CHAIRMAN

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VERONICA CLIFFORD, SECRETARY