

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 15, 2011 at 4:00 p.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. David L. Hosley; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. Dr. Wasim Niazi was 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. Clifford made a motion to approve the agenda as presented. Dr. Hosley seconded. There were no objections. Motion passed.

Appearances – None**Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

- 1. August 18, 2011 – Regular Meeting**
- 2. August 18, 2011 – First Budget Hearing**

Mr. Sansom made a request to pull items B and C for discussion under New Business. Ms. Clifford made a motion to approve the Consent Agenda as modified. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business – None**New Business**

Consent Agenda Item B – Approval of Florida Bi-Planes Expanding Through a Working Agreement with the Valiant Air Command at Space Coast Regional Airport

Mr. Powell gave a brief overview of the item stating that Florida Bi-Planes was doing well at the Merritt Island Airport and now wanted to expand their operations to Space Coast Regional Airport. Discussion continued.

Mr. Sansom polled the Board for approval. There were no objections.

Consent Agenda Item C – Approval of Leases/Terms for the New Administration Building at Space Coast Regional Airport

Mr. Powell gave a brief overview of the item, presenting copies of the business terms of the leases for the new Administration Building. Mr. Powell stated that all tenants were paying the same amount per square foot along with a Common Area Maintenance charge.

Mr. Sansom polled the Board for approval. There were no objections.

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

Mr. Powell gave a brief overview of the item, stating that Staff had looked at coming up with a fair solution to present to the Board on how to select tenants for the new t-hangars, determining that the best way to go about it was to set the lease rate based on comparisons of the current rates by doing a cost analysis. Mr. Powell stated that history had shown that the Board had selected three different methods for choosing tenants to go in the hangars; first come first serve, waiting list or current tenant transfer. Mr. Powell stated that Staff was looking for recommendation to set the lease rate for the hangars and what method the Board chose. Mr. Powell presented the cost analysis to the Board and gave a brief explanation.

Mr. Sansom asked if Staff was recommending that the rental rate for the new Space Coast Regional Airport t-hangars be \$350 per month. Mr. Powell confirmed. Mr. Sansom asked why operating costs would exceed income. Mr. Powell explained that Staff was trying to not price themselves out of the market. Mr. Sansom stated he believed the Airport Authority should be able to get a return on their investment plus operating expenses. Discussion continued amongst the Board.

Mr. Stalrit asked if there was a possibility to get a breakdown of maintenance costs. Mr. Powell stated that Staff would provide that. Discussion continued.

Mr. Powell stated that there was a Certificate of Completion for the Merritt Island box hangars and there was still some time to go on the t-hangars at Space Coast Regional Airport, so he suggested if the Board was more comfortable to put the decision off for a month Staff could come up with more information and have a wider range to get a better picture. Mr. Sansom concurred. Discussion continued.

Mr. Sansom recommended deferring action on the item until the next Regular Board Meeting. The Board concurred.

Mr. Sansom deferred the item until the next Regular Board Meeting.

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. 5 in the amount of \$52,523.84 from Building Management Systems, which was for the 10-Unit T-Hangar Construction Project at Space Coast Regional Airport.

Mr. Pendleton presented Pay Request No. 4 in the amount of \$51,214.58 from Britt Construction, which was for the 6-Unit Box Hangar Project at Merritt Island Airport.

Mr. Pendleton presented Invoice No. 11108 in the amount of \$6,150 from Airport Engineering, which was for basic engineering services for the Perimeter Fence-Surface Painted Hold Position Signs Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice No. 11109 in the amount of \$4,083.63 from Airport Engineering, which was for reimbursable expenses for the Perimeter Fence-Surface Painted Hold Position Signs Project at Space Coast Regional Airport.

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

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 Invoice No. 807269 in the amount of \$13,802.26 from The LPA Group, which was for the ARFF Building Project at Space Coast Regional Airport.

Mr. Hambrecht presented Invoice No. 4522059 in the amount of \$1,900 from Kimley-Horn and Associates, which was for an independent estimate for the RSA Environmental Project at Merritt Island Airport.

Mr. Elebash made a motion to approve the pay request. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Information Section**Executive Director Report**

Mr. Powell discussed t-hangar inspections and handed out completed information asking the Board to look them over so any issues could be discussed at the next Regular Board meeting.

Mr. Powell reported that he was the speaker at the Titusville Chamber of Conference Luncheon the previous day and he was well received. Mr. Powell stated that he spoke with an attorney representing a defense company that was interested in developing in the area.

Mr. Powell reported that the Airport Authority had a Gopher Tortoise Permit in hand and the experts would be out on Monday to start moving the tortoises to their new location.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles stated that at the July Regular Board meeting the Board had adopted a resolution to approve a grant with FDOT for three items; however, one of those items FDOT will not fund. Mr. Pickles asked the Board to ratify the resolutions. Ms. Patch made a motion to ratify. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Motion to ratify passed.

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 nothing had changed.

Authority Members Report

Mr. Sansom commended Mr. Powell for a job well done when he spoke at the recent Titusville Chamber of Commerce Luncheon.

Public & Tenants Report – None**Adjournment**

Mr. Sansom adjourned the meeting at 4:55 p.m.

JERRY SANSOM, CHAIRMAN

VERONICA CLIFFORD, SECRETARY