

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 18, 2017 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. Harry Carswell, Secretary; Mr. Milo Zonka, Treasurer; Dr. Wasim Niazi; Dr. David Hosley; Dr. John Leavitt; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq. Mr. Jay Stalrit 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. Mr. Powell stated that there were three additions to the Agenda. Mr. Powell stated that addition one would be New Business - Item B: North American Surveillance Systems at Space Coast Regional Airport was seeking approval of an Estoppel to allow for a name change. Mr. Powell stated that the second addition would be Consent Agenda – Item B: Resolution for Box Hangar Design at Merritt Island Airport. Mr. Powell stated that the third addition would be New Business – Item C: Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International & Contractors Regarding Current Projects. Mr. Sansom called for a motion. Mr. Carswell made a motion to approve the Agenda as amended. Dr. Hosley seconded. Mr. Sansom 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. April 20, 2017 – Regular Meeting****Item B – A Resolution Approving a Florida Department of Transportation Grant for the Design of Eight Box Hangars at Merritt Island Airport**

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

**Old Business – None**

**New Business****Item A – Discussion & Consideration of Submittals to a Request for Proposals for Commercial Real Estate Brokerage of the Titusville-Cocoa Airport Authority’s Property**

Mr. Powell gave an overview of the item, stating that two packages had been received by Lightle, Beckner and Robison and Caldwell Banker. Mr. Powell stated that the proposals had been provided to the Board electronically, and that based on the requirements, Lightle, Beckner and Robison came out ahead. Mr. Powell explained that the actual agreement would come back to the Board for final approval when it was time. Discussion continued.

Mr. Pickles explained that the Board was committing to choose one of the two firms and not the terms of the agreement. Discussion continued.

Dr. Hosley made a motion to select Lightle, Beckner and Robison. Mr. Zonka seconded.

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

**Item B – Discussion & Consideration of an Estoppel for a Name Change for North American Surveillance Systems at Space Coast Regional Airport**

Mr. Powell gave an overview of the item, stating that NASS was seeking consent to change their name to NASS Opco.

Mr. Pickles stated that the Board could choose to approve based on Mr. Powell’s approval of credit worthiness. Discussion continued.

Mr. Pickles stated that basically, it was a reorganization under the same company. Dr. Hosley stated that the company appeared to be very solid and were trying to grow their business. Discussion continued.

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

**Item C – 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 21 in the amount of \$8,398.40 from Michael Baker International, which was for the Runway Safety Area Improvements Construction Project at Merritt Island Airport. Discussion continued.

Mr. McDaniel presented Pay Request Number 10 in the amount of \$3,800 from Sterling Enterprises, which was for the Runway Safety Area Improvements Construction Project at Merritt Island Airport. Mr. McDaniel explained that it was for mitigation maintenance.

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 an update on the Spaceport License progress. Discussion continued.

Dr. Leavitt entered the meeting at 8:51 a.m.

Mr. Zonka discussed the last minute grant change with FDOT, stating that he understood the Airport Authority was shuffling some existing projects around to build the box hangars. Mr. McDaniel explained that FDOT was modifying the nine year program in order to build the box hangars. Mr. McDaniel stated that it was a minor change and in line with the original programming, and that they were just modifying the order of things. Discussion continued.

Mr. McDaniel stated that District 5 went through an audit and the FDOT just increased their submittal rules, explaining that once required quarterly reports were now required monthly. Discussion continued.

## **Information Section**

### **CEO Report**

Mr. Powell reported that there had been another event at the Merritt Island Airport on May 11<sup>th</sup>, which was Ms. Laurilee Thompson, her mother, a representative from the Brevard Zoo and a couple of other environmental organizations had come together to look at the progress of the seagrass on the Rodney Thompson Underwater Seagrass Mitigation Island. Mr. Powell stated that everyone was happy with the results. Discussion continued.

Mr. Powell reported that the Authority had hired a new Facilities Technician, Mr. Richard Brown and had hired a replacement for the Director of Finance and Grant Administration, Ms. Debbie Jimenez, who was retiring. Mr. Powell stated that the new Manager of Finance and Grant Administration would be Ms. Ashley Campbell.

Mr. Powell stated that Staff had worked with Michael Baker to come up with a new worksheet for projects that was a quick snapshot of progress and it would be updated regularly. Discussion continued.

Dr. Leavitt asked Mr. Powell if ownership at the driving range at Arthur Dunn Airpark was changing. Mr. Powell stated that someone was possibly going to buy out the current owner, Mr. Joe Luthe, and that details were being worked out.

Dr. Leavitt asked about the Lighting Project at Space Coast Regional Airport. Mr. Powell explained that the current project would get things up and running but eventually everything would have to be replaced. Mr. McDaniel gave an explanation of the project to the Board. Discussion continued.

Dr. Leavitt asked about the project to fix the dip in the runway at Merritt Island Airport. Mr. McDaniel explained that it would start in 2018 and would be funded 95% by FAA and 5% by the Airport Authority. Discussion continued.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Pickles stated that he had a brief update on the Welsh case and explained that the contractor and the subcontractor were still negotiating.

Mr. Pickles concluded his report.

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

Mr. Powell stated that the reports were provided.

### **Administration & Project Reports**

Mr. Powell stated that the reports had been provided, and there were not many changes.

### **Authority Members Report**

Dr. Niazi asked if Bristow was still surviving at Space Coast Regional Airport. Mr. Powell stated that they were, and that they had to lay some employees off, but were waiting on news of other contracts. Mr. Powell stated that they had reduced their budget here, but they were stabilized. Mr. Zonka asked Mr. Powell if he could email the Board the status of all of Bristow's leases.

Dr. Leavitt asked if there was a missing aircraft over the Bahamas that had made a stop at the Space Coast Regional Airport. Chief Wooldridge stated that debris had been found. Discussion continued.

Dr. Hosley thanked the Maintenance Staff for their work at the airports, adding that everything looked very good.

Dr. Hosley discussed the more cooperative attitude that was noticeable with Space Florida.

Mr. Sansom discussed the latest Florida Legislative Session, stating that the FDOT bill did go through, but he believed the legislators could be called back. Discussion continued.

### **Public & Tenants Report**

Mr. Sansom turned the floor over to the public.

Mr. Bill Heffron, a tenant at Space Coast Regional Airport, stated that the bathrooms at the airport were in very bad shape and needed to be renovated. Mr. Heffron stated that they could use some paint, new toilet and sink and possibly a hand dryer. Mr. Powell stated that Staff would look into that. Dr. Niazi agreed that the bathrooms at Merritt Island needed improvement as well. Discussion continued.

### **Adjournment**

Mr. Sansom adjourned the meeting at 9:40 a.m.

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JERRY SANSOM, CHAIRMAN

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HARRY CARSWELL, SECRETARY