

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on February 16, 2012 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; Dr. David L. Hosley, Vice-Chairman; Ms. Patricia Patch, Treasurer; Ms. Veronica Clifford, Secretary; Dr. Wasim Niazi; Mr. Harry Carswell; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. 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 stated that there was a request to re-order the Agenda to accommodate Mr. Pendleton, from Airport Engineering, because he needed to leave the meeting early. Mr. Sansom requested that the Board move Mr. Pendleton to New Business – Item A. Ms. Clifford made a motion to approve the Agenda with the requested change. Ms. Patch seconded. There were no objections. Motion passed.

Appearances – None**Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. January 19, 2012 – Regular Meeting**

Mr. Sansom called for a motion to approve the Consent Agenda. Ms. Patch made a motion to approve. Dr. Hosley seconded. There were no objections. Motion passed.

Old Business – None**New Business****Item A – 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 Number 10 in the amount of \$78,449.38 from KCF Site Development, which was for the Phase B Improvements Project at the Arthur Dunn Airpark.

Mr. Pendleton presented Invoice Number 12034 in the amount of \$250, Invoice Number 12035 in the amount of \$3,300, Invoice Number 12036 in the amount of \$1,200 and Invoice Number 12037 in the amount of \$480.70, all from Airport Engineering Company, as well as Pay Request Number 2 in the amount of \$95,079.60 from Sterling Enterprises, which were for the Perimeter Fence – Surface Painted Hold Position Signs Project at Space Coast Regional Airport.

Mr. Pendleton presented Pay Request Number 10 in the amount of \$34,727.92 from Building Management Systems, as well as Invoice Number 12025 in the amount of \$966, Invoice Number 12026 in the amount of \$2,035, Invoice Number 12027 in the amount of \$100, and Invoice Number 12039 in the amount of \$1,935.45, all from Airport Engineering Company, which were for the 10-Unit T-Hangar Construction Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice Number 12028 in the amount of \$330 and Invoice Number 12029 in the amount of \$510, both from Airport Engineering Company, as well as Pay Request Number 3 – Final in the amount of \$4,632.79 from Advance Utility Services, which were for the South Apron Security Lighting Project at Merritt Island Airport.

Mr. Pendleton presented Invoice Number 12030 in the amount of \$6,185, Invoice Number 12031 in the amount of \$5,790, Invoice Number 12032 in the amount of \$10,495.20 and Invoice Number 12033 in the amount of \$122.75, all from Airport Engineering Company, as well as Pay Request Number 5 in the amount of \$307,989.68 from KCF and Invoice Number 1800012206 in the amount of \$2,412.89 from Florida Power & Light, which were for the Bristow Site Improvements Project at Space Coast Regional Airport.

Mr. Pendleton presented Invoice Number 12038 in the amount of \$2,199 from Airport Engineering Company, which was for the Wildlife Assessment Project at Space Coast Regional Airport. Discussion ensued.

Mr. Sansom called for a motion to approve the invoices. Ms. Clifford made a motion to approve the invoices as presented. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of the Annual Audit Performed by Davies, Houser & Secrest

Mr. Powell gave an overview of the item, stating that a draft of the audit had been sent to the Airport Authority Board for review. Mr. Powell turned the floor over to Mr. Steve Ellis, from Davies, Houser & Secrest.

Mr. Ellis took the Board through a summary of the audit for the fiscal year ending on September 30, 2011. Mr. Ellis stated that the audit was a fair and accurate representation and that the main focus of the audit was allowed costs and matching funds as they related to the compliance of grants. Mr. Ellis stated that there were no findings of non-compliance, no instances of weaknesses in accounting procedures and no fraud or irregularities. Mr. Ellis went over the highlights of the audit. Mr. Ellis stated that it was a clean audit. Discussion ensued.

Ms. Patch made a motion to accept the audit. Dr. Niazi seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item C – Discussion and Consideration of a Lease with Phoenix Design & Integration, LLC for the old Church Building at 385 N. Singleton

Mr. Powell gave a brief overview of the item, stating that Phoenix Design & Integration was a designing and manufacturing company. Mr. Powell stated that the property would have to be rezoned through the City of Titusville in order for the business to occupy the space. Mr. Powell stated that a background check had been conducted and everything was in order. Discussion continued.

Ms. Patch made a motion to allow Mr. Powell to draw up a lease with Phoenix Design & Integration with standard lease terms and execute the lease once everything was in place. Dr. Niazi seconded. Discussion continued.

Mr. Sansom called the question. There were no objections. Motion passed.

Item D – 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 Pay Request Number 6 in the amount of \$20,049.78 from the LPA Group which was for the ARFF Facility Construction Project at Space Coast Regional Airport.

Mr. Hambrecht presented Pay Request Number 4 in the amount of \$61,231.83 from the LPA Group which was for the RSA Environmental at the Merritt Island Airport. Discussion continued.

Mr. Hambrecht presented Pay Request Number 26 in the amount of \$1,760 from the LPA Group which was for the Administration Building Project at Space Coast Regional Airport. Mr. Hambrecht stated that this project was just about complete. Discussion continued.

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

Information Section**Executive Director Report**

Mr. Powell reported that the ARFF Building Project would be going out for bid in the following week. Mr. Powell stated that Staff had met with FDOT and that they were very happy with the improvements the Airport Authority was making. Mr. Powell stated that the FDOT would have a budget shortfall, so they urged Staff to make sure if there was anything the Airport Authority wanted to do that they should do it now.

Mr. Powell stated that the Airport Authority would be able to expand the concrete apron at Space Coast Regional Airport and also get a new ARFF truck, as well as some increases to the ARFF building. Mr. Powell stated that Staff had also gone to the FAA to get funding for Phase A Expansion and Rehabilitation of the west apron off Taxiway Charlie at Space Coast Regional Airport. Discussion continued.

Mr. Powell stated that Staff was moving forward on the process of obtaining a Spaceport license. Mr. Powell stated that there was a lot of support from Space Florida and FDOT.

Mr. Powell reported that Staff was finalizing details to go out for bid to become an Independent Permitting Authority. Discussion continued.

Mr. Powell stated that Staff would need Board approval on a resolution for a supplemental grant for the 10-Unit T-Hangar Project at Space Coast Regional Airport. Mr. Pickles read the resolution. Dr. Niazi made a motion to approve. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections. Resolution passed.

Mr. Powell reported that there was currently an issue with the Merritt Island Airport and noise complaints. Mr. Powell stated that nobody was doing anything wrong, but Ms. Debbie Marino, the Operations Supervisor, was working with Merritt Island tenants and the neighboring residents to come up with a solution. Discussion continued.

Mr. Powell stated that he may be coming to the Board in the future with a proposal to have t-hangar tenants that were currently in buildings where the Airport Authority paid the electricity, contribute a share to this expense. Discussion continued.

Mr. Powell briefly discussed the possibility of a company locating to Space Coast Regional Airport. Discussion continued.

Mr. Powell reported that he was now the Chairman of the Titusville Chamber, and it was very nice to hear positive things from people regarding the airports. The Board congratulated Mr. Powell.

Mr. Powell reported that Space Coast Regional Airport was currently on the short-list for a very large company to locate there. Mr. Powell stated that in order for that company to come to the airport, it was very important for the Airport Authority to have a Spaceport License. Discussion continued.

Mr. Sansom asked Mr. Powell and Mr. Pickles to work on establishing a specific goal date to coincide with the ARFF Building Project completion as it related to the Independent Permitting.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles discussed the fire damaged house at 714 N. Dixie Ave. in Titusville. Mr. Pickles stated that the insurance company had upped their claim offer from \$86,000 to \$96,000. Mr. Pickles stated that he would recommend that the Board authorize Mr. Powell to accept no less than \$96,000.

Ms. Clifford made a motion to authorize Mr. Powell to accept no less than \$96,000 from the insurance company. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Pickles concluded his report.

Check Register & Budget to Actual

Mr. Powell reported that everything was in line.

Administration & Project Reports

Mr. Powell stated that the reports had been provided to the Board.

Ms. Clifford discussed the building codes for permitting. Discussion continued.

Ms. Patch asked about the status on Gryphon Group's move from Space Coast Regional Airport. Mr. Powell stated that Gryphon Group was completely moved off the property. Discussion continued.

Authority Members Report

Mr. Carswell asked if there was only one other Spaceport license in Florida. Mr. Powell answered that there was one at Cecil Field in Jacksonville, and it had taken about four years for them to go through the process since it was a new procedure.

Mr. Powell stated that the FAA had told Airport Authority Staff it could only take about a year for Space Coast Regional Airport to go through the process. Discussion continued.

Ms. Clifford asked if there was any conflict with Cecil Field. Mr. Powell stated that they were aware of what the Airport Authority was doing, but nothing had been said. Mr. Powell stated that Jacksonville was over 2 hours away, so he felt they were okay with it. Discussion continued.

Ms. Clifford discussed having the Airport Authority provide a drop box at the new Admin Building at Space Coast Regional Airport, so that tenants could drop their rent payments off after business hours. Mr. Powell stated that Staff was in the process of looking for something that would match the signage. Discussion continued.

Dr. Hosley asked if there were any updates on the Valiant Air Command Expansion. Mr. Powell stated that everyone thought it was a good idea, but the VAC just needed to get the funding. Discussion continued.

Mr. Sansom stated that redistricting drawings for the state of Florida had gone to the Supreme Court for review and that there should be a response from the Supreme Court by March 9, 2012. Mr. Sansom stated that the goal was to have something in place by June 1, 2012. Discussion continued.

Public & Tenants Report – None

Adjournment

Mr. Sansom asked adjourned the meeting at 10:25 a.m.

JERRY SANSOM, CHAIRMAN

VERONICA CLIFFORD, SECRETARY