

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on June 21, 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. Jerry Sansom, Chairman; Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. John Craig; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Milo Zonka and Dr. John Leavitt were absent.

Call to Order

Mr. Sansom called the meeting to order. Mr. Bird officially swore in new Board member, Mr. John Craig.

Approval of the Agenda

Mr. Sansom asked if there were any changes or additions to the Agenda. Mr. Powell stated that due to a last second conflict, he would like to move Item C to the beginning of New Business. Mr. Sansom called for a motion to approve the Agenda as amended. Mr. Craig made the motion. Mr. Carswell seconded.

Mr. Sansom asked Ms. Ashley Campbell to call roll and determined that a quorum was present.

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. May 17, 2018 – Regular Meeting**

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

Old Business – None**New Business****Item C – Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International & Contractors Regarding Current Projects**

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

Mr. McDaniel presented Pay Request Number 6 in the amount of \$15,753.46 and Pay Request Number 7 in the amount of \$10,347.40, both from Michael Baker International, which were for the Runway End Identifier Lights Replacement Project at Space Coast Regional Airport. Mr. McDaniel stated that these pay requests closed out the project and it has now been submitted for closeout to the FAA.

Mr. McDaniel presented Pay Request Number 5 in the amount of \$29,121.31 from Michael Baker International, which was for the Port-o-Port Replacement Project at Merritt Island Airport.

Mr. McDaniel presented Pay Request Number 26 in the amount of \$5,332.89 from Michael Baker International and Pay Request Number 14 in the amount of \$18,900 from Sterling Enterprises, which were for the Runway Safety Area Shoreline Stabilization and Improvements Project at Merritt Island Airport. Discussion continued.

Mr. Sansom called for a motion. Dr. Niazi 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 progress to acquire a Spaceport License, stating that some comments had been received two months ago, one of those comments being that the FAA wanted to make sure that the concept vehicles that were used in the application exactly matched what was in the environmental assessment. Mr. McDaniel stated that although the Airport Authority was not required to do this, the FAA was forcing it upon them. Mr. McDaniel stated that he and Staff made one last movement to do the risk analysis on the application document for a concept vehicle for Rocketcrafters, which was already used in the environmental assessment. Mr. McDaniel added that they turned that in earlier in the week, and the application should now be accepted since the concept vehicle now matched with the environmental assessment. Discussion continued.

Item A – Discussion & Consideration of the Exclusive Leasing Agreement With Lightle, Beckner & Robinson, Inc.

Mr. Powell gave a brief overview of the item, stating that Staff was happy to present the final version of the agreement for consideration.

Mr. Powell gave an explanation of the terms. Discussion continued.

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

Item B – Discussion & Consideration of an Estoppel Certificate & Assignment at Space Coast Regional Airport

Mr. Powell gave an overview of the item, stating that Mr. McCourt from North American Surveillance Systems was in attendance. Mr. Sansom turned the floor over to Mr. McCourt.

Mr. McCourt stated that he had sent a notice last week that NASS had been acquired by a large defense contractor, MAG Aerospace. Mr. McCourt stated that this would increase the size of NASS by about ten times. Mr. McCourt gave a brief overview of the business and stated that there would essentially be no changes and he felt it would be very good for the Airport Authority. Mr. McCourt also stated that he would still be running things and the integration was about 70% complete.

Mr. Powell stated that a copy of the Estoppel Certificate had been presented to the Board, in which NASS had asked to verify the leases, lease dates and amounts. Mr. Powell explained that this was information NASS needed to finalize the acquisition. Mr. Powell stated that the lease assignment from NASS to MAG Aerospace had also been presented to the Board, adding that because everything happened so quickly Staff would still have to get all the documentation that was required for commercial operators. Mr. Powell stated that if the Board was okay with moving forward, Staff would be sure to get the proper signatures. Discussion continued.

Mr. Sansom called for a motion. Dr. Hosley made a motion to approve the addition to the leasehold. Mr. Craig seconded. Discussion continued.

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

Information Section

CEO Report

Mr. Powell reported that there had been a microburst at Space Coast Regional Airport, which was the biggest and most wide-spread microburst the Staff had seen. Mr. Powell stated that there were sheared off trees behind the maintenance facility, a ripped off canopy and three aircraft damaged. Mr. Powell explained how the tied-down aircraft were damaged. Mr. Powell explained that there were no fuel leaks and the crew in Facilities and Emergency Staff did an excellent job assessing the damage. Mr. Powell stated that a door had been torn off one of the t-hangars, but Staff was able to get the tenant moved to another hangar within an hour. Mr. Powell stated that Dr. Leavitt, who was absent, asked him to thank the Facilities Staff for doing such an outstanding job. Discussion continued.

Mr. Powell reported that there was a group that had just started an aviation charter school in Kissimmee that had shown interest in coming to this area to do the same thing. Mr. Powell stated that he had two meetings with them and he would keep the Board updated on that.

Mr. Powell stated that Staff had met with three developers that were interested in the possibility of building some spec buildings in the county industrial park, and they also wanted to know what the possibilities of what they could do at Space Coast Regional Airport.

Mr. Powell reported that Staff had been working on getting a commercial property at Arthur Dunn Airpark rented, but the FAA had gotten more restrictive and had told the Airport Authority to tear it down. Mr. Powell stated that the City of Titusville's Public Works Department proposed to use the building and a small piece of property for storage, which was amenable to the FAA. Mr. Powell stated that it happened very quickly, so he would bring that agreement back to the Board at the next meeting for an August 1 start date. Mr. Powell stated that it would bring the Airport Authority an additional \$30,000 plus.

Mr. Powell reported that all projects were on schedule and moving forward.
Discussion continued.

Mr. Powell reported that Staff had worked out a deal with the County in regards to the retention pond that had to be dug on the far north-east side at Merritt Island Airport. Mr. Powell stated that the County had damage to some of their berms during Hurricane Irma and they were going to dig out the retention pond at the airport and transport the dirt to repair their berms, which would save the Airport Authority money. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird commended Staff on the lease at Arthur Dunn with the City of Titusville because there was only a 24 hour turnaround on it and Staff met that deadline.

Mr. Bird reported that Ms. Ashley Campbell, Manager of Finance & Grant Administration, was keeping on top of all of the tenants who were questionable or non-payers. Mr. Bird also stated that he and Staff were looking to recover as much as possible through abandoned property as well. Discussion continued regarding an abandoned aircraft in a t-hangar at Space Coast Regional Airport.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that financial reports had been provided and would be happy to answer any questions.

Administration & Project Reports

Mr. Powell stated that the report had been provided and that the only update was to the PAPIs at Merritt Island Airport and Arthur Dunn Airpark. Mr. Powell stated

that Staff added it to the report to get to the next step to qualify for grant funding. Mr. Powell stated that after a lot of troubleshooting, everyone concurred that there needed to be a complete replacement. Mr. Powell stated that Staff tried to get the project fast-tracked with the FAA, who was in agreement with the Airport Authority's assessment, but they did not give a definite answer as to whether or not they would fund it. Mr. Powell stated that the total project cost would be around \$100,000 - \$130,000. Discussion continued.

Dr. Niazi asked about the broken camera pole at Merritt Island. Mr. Powell stated that the company that installed the cameras was not responding his correspondences regarding that issue. Discussion continued.

Authority Members Report – None

Public & Tenants Report

Mr. Don White from the EAA at Merritt Island Airport asked about the progression of the securing of the hangar doors at Merritt Island. Mr. White stated that he spoke with Mr. Richard Jones, Facilities Director, who told them it would have to be engineered. Mr. White stated that he just wanted to know where the Airport Authority was in that process. Mr. Powell stated that the report from multiple engineering sources was that something could be done, but to do it right it would cost around \$2,500-\$3,000 per hangar. Mr. Powell added that the engineers also stated that they weren't sure trying to fix one spot wouldn't create a weak spot somewhere else, and that they didn't know of anyone who would sign off on that. Mr. Powell stated that it took so long because three different engineers looked at it, but they weren't completely comfortable with it. Discussion continued.

Dr. Niazi stated that he was still finding a lot of the sheet metal screws that came out during Hurricane Irma. Mr. Powell stated that the engineers stated that they didn't see anything that they thought created an unsafe situation. Discussion continued.

Mr. White asked if a private tenant were to secure their own doors from the outside, could they do it and were there any recommendations on how that could be done. Mr. Powell answered that he would have to get back with the engineering team. Mr. Powell stated that he had asked for specs, but they didn't want to put anything in writing because of the liability issue. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 9:41 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY