

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on December 20, 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. Veronica Clifford, Secretary; Ms. Patricia Patch, Treasurer; 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 requested pulling Item B, 2013 Proposed Board Meeting Schedule, from the Consent Agenda to New Business, Item A. Ms. Clifford made the motion to approve the Agenda as amended. Ms. Clifford 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. November 15, 2012 – Regular Meeting****Item B – Space Coast Jet Center Sublease to Scotty Satcom Technologies****Item C – A Resolution Approving an FDOT Grant for Land Clearing on the West Side at Space Coast Regional Airport****Item D – A Resolution Approving an FDOT Grant for T-Hangar Taxilane Rehabilitation at Space Coast Regional Airport**

Mr. Sansom asked for a motion to approve the Consent Agenda as amended. Ms. Patch made the motion. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business – None

New Business**Item A – 2013 Proposed Board Meeting Schedule**

Mr. Sansom introduced the item and stated that he wanted to suggest changing the March 21st date to March 14th so that the Board Meeting would coincide with the VAC Airshow Media Day. Mr. Sansom explained that would make it easier for Board members to attend the Media Day event. Mr. Sansom also requested that the word canceled be removed from the October 17th proposed date, as it was a typo.

Ms. Clifford made a motion to approve the schedule as amended. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of an Appointment to the Spaceport Commerce Park Authority Board

Mr. Powell gave an overview of the item, stating Dr. Hosley was currently representing the Airport Authority. Mr. Sansom asked Dr. Hosley if he would like to remain on the Board. Dr. Hosley stated that he would.

Ms. Clifford made a motion to re-appoint Dr. Hosley to the Spaceport Commerce Park Authority Board. Mr. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item C – Discussion and Consideration of the Evaluations and Performance of the Executive Director Over the Past Year

Mr. Powell gave a brief overview of the item and referenced supplemental materials included in the Board package for the Board's consideration. Mr. Powell also stated that he was respectfully requesting a title change from Executive Director to Chief Executive Officer (CEO).

Ms. Patch made a motion to accept the requests. Dr. Hosley seconded. Discussion ensued.

Dr. Niazi joined the meeting at 8:43 a.m. Discussion continued amongst the Board.

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

Item D – 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 Invoice Number 12130 in the amount of \$2,600 from Airport Engineering Company, which was for the Taxiway B Rehabilitation Project at Space Coast Regional Airport.

Ms. Clifford made a motion to approve the invoice. Dr. Hosley seconded.

Mr. Sansom called for a motion to approve the invoice. Ms. Clifford made a motion. Dr. Niazi seconded. Discussion continued.

Mr. Powell discussed the procedures that were previously required by FDOT in order to receive reimbursements on grant payments for projects. Mr. Powell explained that FDOT had required the Airport Authority to provide approved copies of the minutes of the Regular Board meetings in order to be reimbursed for project expenses. Mr. Powell stated that this procedure delayed reimbursement by a month, thus causing a significant delay in cash flow. Mr. Powell stated that FDOT had recently decided to change that procedure to having the Airport Authority provide them with a letter listing all invoices and signed by the Airport Authority Board officers at each Regular Board meeting. Discussion continued.

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

Item C – Discussion by Mr. Brian Russell of Recent Invoiced Costs by Michael Baker Jr., Inc. and Contractors Regarding Current Projects

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

Mr. Russell presented Invoice Number 6 in the amount of \$188,696.34 from Arnco Construction, which was for the ARFF Facility Construction Project at Space Coast Regional Airport. Discussion continued.

Mr. Russell presented Pay Request Number 14 in the Amount of \$5,313.45 from The LPA Group/Baker, which was for the RSA Environmental Project at Merritt Island Airport.

Mr. Sansom called for a motion to approve the invoices. Dr. Hosley made the motion. Mr. Carswell seconded.

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

Information Section

Executive Director Report

Mr. Powell reported that Staff, Mr. Pickles, Mr. Sansom and the Airport Authority engineers had met with the City of Titusville regarding the issue of the Airport Authority becoming a separate permitting authority. Mr. Powell stated that it seemed everyone came to a clear understanding and the Airport Authority may get

what is needed without having to go through that process. Mr. Sansom asked when the ordinance would be brought to the County. Mr. Pickles stated it would probably be the County's first meeting in January. Mr. Sansom explained that the Airport Authority could be set up as a special airport district, starting with Space Coast Regional Airport, which would have fewer permitting restrictions, adding that Perimeter Road would become the outer boundary of that district. Discussion continued.

Mr. Pickles added that once the agreement for Space Coast Regional Airport was finished, something similar would be drafted for Arthur Dunn Airpark as well. Discussion continued.

Mr. Sansom stated that he believed the City finally understood what the Airport Authority needed, and that there should be a draft to present to the Board by the January meeting, and that officials wanted to be at the meeting as well, to answer any questions the Board might have. Discussion continued.

Dr. Hosley discussed the Spaceport Territory designation. Mr. Sansom asked Dr. Hosley to ask the Spaceport Commerce Board at their next meeting, whether or not they would like to be included in the Spaceport Territory. Discussion continued.

Dr. Niazi asked about permitting fees and whether or not they would be waived. Mr. Powell gave a brief explanation. Discussion continued.

Mr. Powell stated that he had spoken with the County's Assistant Attorney, Mr. Mel Scott, regarding the permitting issues and Mr. Scott confirmed County had a 15 day review requirement. Mr. Powell also stated that Mr. Scott stated that if any issues came up which were strictly airport related that were in contradiction, the County would do what it could to waive it. Mr. Powell stated that the County has pledged full support to work with the Airport Authority to further streamline the process. Mr. Pickles stated that once the City of Titusville had an approved draft ordinance, the County would have a template to follow. Discussion continued.

Mr. Powell stated that he had provided the Board with a report of Airport Authority accomplishments for 2012, and gave a brief overview of the report.

Mr. Powell gave a brief summary update on current projects, adding that there would be a bid opening for the ARFF Vehicle today.

Mr. Powell briefed the Board on the status of the Shuttle Landing Facility Request for Submittals process, giving a brief history of what had taken place to date. Mr. Sansom added that the County EDC had paid for Mr. Marsh Heard to assist the Airport Authority in the process and along with the Authority's engineers, a great team had been assembled. Mr. Powell stated that he believed the Airport Authority was a very strong contender. Discussion continued.

Mr. Sansom stated that the Airport Authority had gone before the Brevard Legislative Delegation with the request to support the Airport Authority's legislative initiative to become a Spaceport Territory. Mr. Sansom stated that Representative Goodson had agreed to sponsor the bill, which was submitted formally. Mr. Sansom stated that Representative Goodson had requested that Senator Gardner sponsor the bill in the Senate and Senator Gardner agreed to do that. Mr. Sansom explained that at the delegation meeting the Airport Authority had 3 minutes, so he wrote a speech and presented the bill. Mr. Sansom added that the delegation was impressed by the infrastructure improvements to Airport Authority property within the last 4 years without the help of County tax dollars. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles gave the Board a refresher of the State of Florida Sunshine Law, stating that Board members cannot speak to other Board members about Airport Authority business at any time other than in a public Airport Authority meeting. Discussion continued.

Mr. Pickles concluded his report.

Dr. Niazi departed at 10:15 a.m.

Check Register & Budget to Actual

Mr. Powell stated that financials had been provided and everything was in line.

Administration & Project Reports

Public & Tenants Report

Mr. Sansom stated that he would like to take comments from the public at this time and turned the floor over to Mr. Andy Allen, a Board Member from the Marina Homeowners Association in Merritt Island.

Mr. Allen stated that the residents in his association loved the Merritt Island Airport, but recently touch-and-gos were driving them crazy, and they would love to know if there was a solution. Mr. Allen gave some suggestions and asked if the Airport Authority could talk to the flight school. Discussion continued.

Mr. Sansom told Mr. Allen the Airport Authority may not be able to take community action, but would certainly endeavor to do whatever could be done. Mr. Sansom asked Mr. Powell to speak to the flight school. Discussion continued.

Mr. Sansom recognized Mr. Don White, President of the EAA at Merritt Island Airport. Mr. White stated that the Young Eagles event on November 17th was very successful. Mr. White reported that the annual Toys for Tots event was held on December 8th and they collected 398 toys and \$200 in cash, as well as serving 145 breakfasts. Mr. White stated that the Toys for Tots event for 2013 would be held on December 14th and the next Young Eagles event was April 27th, 2013. Discussion continued.

Mr. Clark True from Merritt Island Airport discussed the DaVinci Program at Merritt Island High School.

Mr. Powell stated that Airport Authority Staff had been speaking with Brevard Community College on the possibility of an A&P program at Space Coast Regional Airport. Discussion continued.

Mr. Powell briefed the Board on the status of Rocket Crafters proposed move to Space Coast Regional Airport. Discussion continued.

Authority Members Report

Dr. Hosley commended Mr. Powell on the six page project report that had been provided to the Board. Discussion continued.

Mr. Sansom stated that because of the active interest from the Delegation in the Airport Authority's Spaceport Designation, there had been a call from Space Florida asking if the Airport Authority could meet with them talk about it. Mr. Sansom stated that Staff, himself and the engineers had a meeting with Space Florida as to how they could assist the Airport Authority with the Spaceport License and Spaceport Territory Designation. Mr. Sansom stated that they asked Staff to get back to them with a timeline and expenses for the Spaceport License to see how they could assist. Discussion continued.

Adjournment

Mr. Sansom adjourned the meeting at 10:55 a.m.

JERRY SANSOM, CHAIRMAN

VERONICA CLIFFORD, SECRETARY