

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on February 20, 2020 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. John Craig, Vice Chairman; Mr. Al Elebash, Secretary; Mr. Roger Molitor; Mr. Donn Mount; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Jerry Sansom and Mr. Harry Carswell were absent.

Call to Order

Mr. Craig called the meeting to order and determined that a quorum was present.

Approval of the Agenda

Mr. Craig asked if there were any proposed changes to the Agenda. Seeing none Mr. Craig called for a motion to approve the Agenda as presented. Mr. Mount made a motion to approve the Agenda. Mr. Voss seconded. Mr. Craig 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. January 16, 2020 – Regular Meeting****Item B – Resolution Approving an FAA Grant for the Replacement of the Minimum Equipment List (MEL) Tower Equipment at Space Coast Regional Airport****Item C - Resolution Approving an FDOT Grant for the Replacement of the Minimum Equipment List (MEL) Tower Equipment at Space Coast Regional Airport**

Mr. Craig called for a motion to approve the Consent Agenda. Mr. Molitor made the motion. Mr. Elebash seconded. Discussion continued.

Mr. Molitor asked for an overview on the resolutions. Mr. Powell briefly explained the scope of the project that was on the resolutions and the difference between FAA grants and FDOT grants.

Mr. Craig stated that he had an addition to the minutes of the last meeting, in the CEO Report section on page 5, in the last paragraph. Mr. Craig state that the discussion was about Board member involvement in business development and contract oversight. Mr. Craig stated that at the time, he had asked for a deliverable

at the current meeting from Mr. Powell, but he did not see that reflected in the minutes. Mr. Craig stated that he would like the minutes to state that there was supposed to be a deliverable of a process that Mr. Powell was going to give to the Board at the February meeting on how he intended to include board members in oversight of contract development and business development as discussed.

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

New Business

Item A – Discussion and Consideration of a Space Use Permit for Florida Biplanes at Space Coast Regional Airport

Mr. Powell gave an overview of the item, stating that Mr. Mark Grainger of Florida Biplanes was in attendance and that back in 2015 Florida Biplanes had set up operations at Space Coast Regional Airport to give biplane rides. Mr. Powell stated that Mr. Grainger was asking to use the same area again, but with one of his helicopters and that he should be ready to go on March 1st.

Mr. Mount made a motion to approve the Florida Biplanes Space Use Permit. Mr. Voss seconded. Discussion continued.

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

Item B – Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects

Mr. Craig turned the floor over to Mr. Hambrecht.

Mr. Hambrecht presented Pay Request Number 5 in the amount of \$1,399.00 from AVCON, Inc., which was for the PAPI Replacement Project at Merritt Island Airport.

Mr. Molitor made a motion approve the pay request. Mr. Elebash seconded. Mr. Craig called the question. All voted aye. Motion passed.

Mr. Hambrecht presented Pay Request Number 6 in the amount of \$4,594.80 from AVCON, Inc., which was for the PAPI Replacement Project at the Arthur Dunn Airpark.

Mr. Hambrecht presented Pay Request Number 4 in the amount of \$1,000.00 from AVCON, Inc., which was for the Airfield Marking Improvements Project at Arthur Dunn Airpark.

Mr. Molitor made a motion approve the pay requests. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Information Section

CEO Report

Mr. Powell stated that Staff had a wide range of meetings with groups that were interested in expanding and possibly relocating here. Mr. Powell stated that he had the opportunity to have a follow-up with an International company that had shown interest in possibly expanding to the TIX. Mr. Powell stated that Mr. Molitor joined himself and the County EDC in giving the group a site visit. Mr. Powell stated that Staff was told that the Airport Authority was still in the running as of today.

Mr. Powell stated that in regards to Mr. Craig's request for policies regarding Board member involvement in business negotiations and development, he was passing out copies of the current Policies & Procedures and then would send the recommended updates. Discussion continued.

Mr. Craig asked Mr. Powell to step through his report that was on the Agenda. Mr. Powell complied, going over every item on the list with a brief overview of each. Discussion continued.

Mr. Powell stated that Staff had met with the family members of Mr. Arthur Dunn, who the airpark was named for, in regards to an incident that had taken place in 1966 and the request by other family members to change the name due to that incident. Mr. Powell stated that one of the family members was in attendance in case the Board had any questions. Discussion continued.

Mr. Powell continued going through his report. Discussion continued.

Mr. Molitor stated that during the meeting and site visit with the prospective tenants, he felt everything was controlled by the EDC, and he wished that the Airport Authority would have had control of the meeting. Mr. Powell explained that the reason the EDC gets involved is because the companies are usually looking for incentives, and in order to do that it has to go through the State of Florida and trickle down through the counties and municipalities. Discussion continued.

Mr. Craig asked how involved Lightle & Beckner had been in actually marketing the Airport Authority properties. Mr. Powell stated that Staff had reached out to them, because there didn't seem to be a lot happening. Mr. Powell stated that they explained to him that they had an extensive contact list and were going to blast out whatever properties the Authority had, in addition to their other clients' properties, and then have any compatible entities contact Airport Authority Staff. Mr. Molitor and Mr. Craig asked Mr. Powell and Mr. Bird to send the Lightle & Beckner listing agreement to the Board members to review for discussion at the next meeting. Discussion continued.

Mr. Molitor stated that it would be great if the Airport Authority had a presentation to hand out to prospective tenants. Mr. Craig asked if Mr. Powell could provide the Board with a copy of the current stock presentation which the Airport Authority

currently used, in order to get a starting point to work from. Mr. Molitor recommended putting it on the agenda for the next regular meeting. Discussion continued.

Mr. Craig suggested that the Board hold a workshop based on business development, starting with a business development overview of what has been done so far, and then lay out what would be a good path forward. Mr. Craig added that there should be some type of metric that Staff could follow in order to meet goals. Mr. Craig stated that when Mr. Sansom returned the Board could put that workshop together, and that obviously Mr. Bird would be a part of that as well.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird swore in new Board member, Mr. Al Voss.

Mr. Bird stated that in addition to his own opinion, he provided two attorney general opinions regarding Mr. Sansom's request for information on board members appearing and/or voting by electronic means. Mr. Bird stated that the guidance from the Attorney General's office over the last twenty years really has been unwavering in that, barring some exceptional circumstance where a Board member could only appear by phone, the Attorney General's office frowned upon telephonic appearance and telephonic voting. Mr. Bird stated that in his opinion, telephonic appearances and/or voting should not formally count toward actual action of the Board or count towards a quorum, adding that he still encouraged Board members to appear by phone and participate in conversations. Discussion continued.

Mr. Bird stated that he circulated a letter regarding Mr. Molitor's question regarding board member participation in committees. Mr. Bird stated that he believed this issue dovetailed into the policy that Staff had been asked to put together on board members being able to bring their knowledge, skill and experience in their own lives to the Airport Authority, and weighing in on substantial projects and areas of interest that they have specific knowledge in. Mr. Bird stated that his understanding was that the Board would like a written policy in the manual that laid out how to get the board members involved in those things before they were asked to vote on it. Mr. Bird added that when looking at that, Staff also had to be aware of the "Sunshine Law". Mr. Bird stated that the Staff was small, and taxed very heavily already in its regular duties, and he felt adding forwarding contracts and everything else to board members would get very time consuming. Mr. Bird stated that Staff wanted to meet the Board's needs, but the question was how it could be done without overtaxing them. Mr. Bird stated that committees may be the answer, as long as there was only one board member on that committee, but to be aware that committees were for advisory purposes only. Discussion continued.

Mr. Powell asked if the Board would be amenable to having email addresses through the Airport Authority. Mr. Craig stated he would like one, and asked Board members to let Mr. Powell know whether or not they would like one. Discussion continued.

Mr. Bird reported that there was a third party that was paying the Airport Authority to harvest sabal palm trees from Space Coast Regional Airport, but that they had not paid for all of the trees. Mr. Bird stated that Ms. Ashley Campbell, Manager of Finance and Grant Administration, and he were working on resolving that case.

Mr. Bird reported that the Airport Authority was moving forward on a public auction for three storage units where the tenants have stopped paying. Mr. Bird stated that it may be a public website auction, which was permitted by statute.

Mr. Bird stated that the KB Homes case was resolved.

Mr. Bird stated that Staff had followed up with Mr. Crisafulli on the Orange Grove Lease, but there was not any formal input from them yet. Mr. Bird stated that Staff would continue to follow up on that. Discussion continued.

Mr. Bird stated that Mr. Bob Degrosa, who owned the Manor Drive property at Merritt Island Airport, was in attendance. Mr. Bird stated that there had been back and forth communication with the FAA regarding that situation, adding that Mr. Degrosa's ask was for a through-the-fence operation and the Airport Authority could not do that without involvement of the FAA. Mr. Bird stated that they were working on resolving the easement issue, and the FAA had indicated that they did not want to do any more work on it until that was resolved. Mr. Bird stated that Staff had updated surveys and other information. Mr. Craig recognized Mr. Degrosa. Mr. Degrosa stated that it was the Airport Authority that put the fence up. Mr. Powell gave an explanation of the property, stating that it appeared that in the past there was an easement, but it wasn't clear where that easement was. Discussion continued.

Mr. Bird stated that there was a lot of interest in the 6995 Tico Road property at Space Coast Regional Airport, both for a short-term space use permit by one entity and a potential lease from another. Mr. Bird stated that he and Staff would continue to work on that.

Mr. Bird stated that there was a bit of a snag with the Voyager Aviation lease agreement in that at some point the business name was dissolved and renamed. Mr. Bird explained that the amendment for self-fueling couldn't be executed because of that, but they were going to resolve that by doing an assignment and assumption agreement stating that Voyager Aviation International would take assignment of the old lease and then they could be allowed to do the self-fueling.

Mr. Bird discussed that agreement with Lightle & Beckner. Discussion continued.

Mr. Elebash asked Mr. Bird if there was some way for him to add a list of what he was going to talk about on the Attorney Report item of the agenda. Mr. Bird stated that he could do that.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the financials had been provided and he would be happy to answer any questions.

Administration & Project Reports

Mr. Powell stated that the report was provided, and there weren't a lot of changes. Mr. Powell briefly went over a few additions to the report. Discussion continued.

Authority Members Report

Mr. Molitor stated that it was really eye-opening for him to attend the EDC meeting with potential tenants, and thought it was a good idea for other board members to do that when they got a chance. Mr. Molitor stated that he wanted Staff to set a calendar for the rest of the year, adding items like a committee for insurance, a board member maintenance tour and Mr. Powell's upcoming review. Mr. Craig recommended that if there was going to be any discussion of board member tours, it would be wise to discuss it with Mr. Bird first. Mr. Molitor also discussed changing the time that the Board meetings are held. Discussion continued.

Mr. Mount stated that although it wasn't Airport Authority related, he was a member of the Rotary and wanted to announce they were having a Chili Cook-Off on the upcoming Saturday, February 22nd at 6:00 p.m. Mr. Mount stated that it was a fundraiser for providing lunch payments for children who were underprivileged.

Public & Tenants Report

Mr. Kevin Panik, tenant at Space Coast Regional Airport, discussed the status of the development of his flying club. Mr. Panik stated that he did some historical research and that as far as he could tell, there had never been a formal flying club at any of the airports. Discussion continued.

Mr. Mark Grainger, Florida Biplanes, stated that he had been a tenant for ten years and has had a wonderful relationship with Mr. Powell and Airport Authority staff. Mr. Grainger stated the staff was small, worked very hard and did a very good job. Mr. Grainger discussed his new venture at Space Coast Regional Airport and stated that he had some exciting ideas. Discussion continued.

Mr. Don White from Merritt Island Airport, stated that the latest Young Eagles event was successful, with 60% first-timers, and passed out a hand-out with

specifics on the event. Mr. White stated that the next Young Eagles would be on April 26th.

Mr. White asked when the camera at Merritt Island Airport, which was damaged by the last hurricane, was going to be fixed. Mr. Powell answered that the company that installed the cameras had been acquired by another company, which caused some issues, but they were trying to get it fixed. Mr. Craig asked Mr. Powell to keep the Board updated on that issue.

Adjournment

Mr. Craig adjourned the meeting at 10:03 a.m.

JERRY SANSOM, CHAIRMAN

AL ELEBASH, SECRETARY