

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 19, 2019 at 4:00 p.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. Roger Molitor; Mr. Donn Mount; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Milo Zonka, Vice Chairman, was in attendance via teleconference. Mr. John Craig, Treasurer and Mr. Al Elebash were 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 proposed changes to the Agenda. Seeing none, Mr. Sansom called for a motion to approve the Agenda as presented. Mr. Mount made the motion. Mr. Carswell 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. August 15, 2019 – Regular Meeting**
- 2. August 15, 2019 – First Budget Hearing**

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

Old Business – Item A – Discussion and Consideration of a Certified Public Accountant Firm to Provide Auditing Services for the Titusville-Cocoa Airport Authority

Mr. Powell gave a brief overview of the item, stating that at the last Regular Board meeting, three accounting firms gave presentations to the Board in consideration to provide auditing services to the Airport Authority. Mr. Powell stated that the Board then took the time before the current meeting to evaluate each firm, turned in their evaluation forms and now were prepared to make a decision on which firm to select, if everyone was comfortable.

Mr. Sansom explained the scoring system, stating that because one of the evaluators gave all zeros to one of the firms, it counted as a non-rank for said firm, thus putting them at a disadvantage. Mr. Sansom stated that out of fairness to that firm, they had to add an additional element to the ranking so that it wouldn't adversely affect the average. Mr. Sansom explained that the firm with the lowest score of 9 was the top pick, which was Carr, Riggs & Ingram (CRI). Discussion continued.

Mr. Molitor asked if the outcome would have been different if the ranking system had not been revised. Mr. Sansom stated that outcome was the same. Discussion continued.

Mr. Carswell stated that since the revision didn't make a difference on the outcome, he wanted to make a motion to follow the numbers the way the Board had in the past. Mr. Sansom stated that they could do that, but noted that the extra comments that were put on the evaluation in question were simply comments from Mr. Zonka and did not reflect the opinion of the rest of the Board. Mr. Carswell's motion died for lack of a second. Discussion continued.

Mr. Molitor made a motion to select CRI as the auditing services contractor. Mr. Mount seconded.

Mr. Zonka recommended that whenever there was an RFQ in the future, it would be good to explain the ranking system in advance of distributing the ranking forms. Discussion continued.

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

New Business

Mr. Powell stated that Mr. Nick Leone from Michael Baker International, was stuck in traffic and was not in attendance yet to read Item A. Mr. Rob Hambrecht from AVCON, stated that he would read Mr. Leone's invoices for him. Mr. Sansom suggested that Mr. Hambrecht present Item B and by the time he was finished, Mr. Leone may be in attendance to present Item A.

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

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

Mr. Hambrecht presented Pay Request Number 4 in the amount of \$9,022.04 from Avcon, Inc., which was for the PAPI Replacement Project at Arthur Dunn Airpark.

Mr. Molitor made a motion to approve the invoice. Mr. Carswell seconded. There were no objections. Motion passed.

Item A – Discussion by Mr. Nick Leone of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

Mr. Sansom stated that Mr. Leone had not arrived yet and turned the floor back over to Mr. Hambrecht to present the Michael Baker invoices in absentia.

Mr. Hambrecht presented Pay Request Number 4 in the amount of \$24,304.68 and Pay Request Number 5 in the amount of \$23,074.56, both from Michael Baker International, which were for the Airfield Lighting Rehabilitation Project at Space Coast Regional Airport.

Mr. Hambrecht presented Pay Request Number 7 in the amount of \$244,857.48 from C&D Construction and Pay Request Number 8 in the amount of \$22,561.16 from Michael Baker International, which were for the Port-A-Port Replacement Project at Merritt Island Airport. Discussion continued.

Mr. Carswell made a motion to approve the invoices. Mr. Molitor seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Information Section**CEO Report**

Mr. Powell reported that Staff had spent a lot of time preparing for Hurricane Dorian and with FPL and their staging area at Space Coast Regional Airport.

Mr. Powell stated that there was ever-increased interest in the Airport Authority's facilities, noting that there was a fixed-wing flight school that had a couple of facilities in New York and North Carolina which was showing interest in coming here and seeing about expansion possibilities.

Mr. Powell reported that Staff continued working with FAA and FDOT on moving future projects forward.

Mr. Molitor asked if Board members could help to encourage businesses to locate to the any of the airports. Mr. Powell stated that if any of the Board members wanted to do that it would of great assistance. Discussion continued.

Mr. Powell concluded his report.

Mr. Zonka, who was on teleconference, exited the meeting at 4:30 p.m.

Attorney Report

Mr. Bird reported that he was continuing to work on some leases as well as an amendment for Florida Biplanes.

Mr. Bird reported he was waiting for a new trial date from the court on the Welsh case.

Mr. Bird concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the financials had been provided. Discussion continued.

Administration & Project Reports

Mr. Powell stated that the report was provided and gave a brief overview of any changes.

Authority Members Report

Mr. Molitor stated that he was concerned about maintenance to the t-hangar buildings. Mr. Molitor stated that the hangar building he was in was in very bad shape and he felt it wouldn't be that way if the Airport Authority had been maintaining the hangars in the first place, asking what could be done about expediting t-hangar maintenance. Mr. Powell stated that in that particular building and unit, the tenant had been non-responsive for quite some time. Mr. Powell explained that once access was gained, there was a large wooden structure inside that precluded Staff from being able to get to it. Mr. Powell stated that the Airport Authority now had a contract with someone that is going to remove the structure and continue with repairs. Mr. Powell reported that Staff finally found a group that specialized in t-hangar door maintenance, and could do specialized work. Discussion continued.

Mr. Carswell asked if there was any outcome on the proposed name change for Arthur Dunn Airpark. Mr. Powell stated that the Staff had reached out to Mr. Dunn's side of the family to get their perspective, but had not heard back from them. Discussion continued.

Mr. Sansom stated that the legislative process had started and he thought things were looking good with aviation funds.

Public & Tenants Report

Mr. Kevin Panik, a tenant at Space Coast Regional Airport, gave a brief presentation on the possible potential for t-hangar tenants to share expenses related to hangar maintenance and improvements.

Adjournment

Mr. Sansom adjourned the meeting at 4:58 p.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY