



Mr. John Craig, Acting Chairman
Mr. Donn Mount, Vice Chairman/
Treasurer
Mr. Al Elebash, Secretary
Mr. Roger Molitor
Mr. Al Voss
Mr. Mark Grainger
Mr. Jerry Sansom

355 Golden Knights Blvd. ➔ Titusville, Florida 32780
321.267.8780 ➔ fax: 321.383.4284 ➔ mpowell@flairport.com

AGENDA
REGULAR MEETING
JULY 15, 2021 AT 8:30 A.M.

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** NOTE TO ALL PUBLIC ATTENDEES:*

The public may speak on any item on the agenda. Should someone wish to address the Airport Authority Board on a specific item, there will be request cards located on the wall adjacent to the public seating area. Be advised that these cards must be completed and presented to the Executive Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

Salute to Flag - Pledge of Allegiance.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. APPROVAL OF THE AGENDA, AS PRESENTED
- IV. APPEARANCES: None
- V. PRESENTATIONS: None
- VI. CONSENT AGENDA:

(These items are considered routine and will be acted upon by the Authority in one motion. If an Airport Authority Board Member requests discussion on an item, it will be considered separately.)

a. Approval of the Titusville - Cocoa Airport Authority Minutes:

- 1. May 20th, 2021 - Regular Board Meeting
- 2. June 3rd, 2021 - Special Board Meeting
- 3. June 17th, 2021 - Regular Board Meeting

b. Approval of FDOT Grant Resolutions for Signature Authority

c. Approval of Invoices for Projects

- i. Michael Baker invoice 1110643 03/16/2021 \$80,987.03
- ii. Michael Baker invoice 1110643 04/10/2021 \$47,039.17
- iii. Michael Baker invoice 1116416 05/18/2021 \$19,900.90
- iv. Michael Baker invoice 1118340 06/07/2021 \$52,094.08
- v. Michael Baker invoice 1118343 06/07/2021 \$8,220.00
- vi. Nautilus Earth Management invoice 3 06/02/2021 \$54,869.33

VII. OLD BUSINESS:

- a. Investigative Findings of TCAA Counsel - Complaint Submitted by TCAA Fire Chief Terry Wooldridge
- b. Discussion of the Proposed 2021/2022 Fiscal Year Budget

VIII. NEW BUSINESS:

- a. Discussion and Approval of Request For Proposals to Conduct Airport Property Appraisals
- b. Discussion and Approval of the Purchase of a Vehicle for the Director of Airports
- c. Discussion and Approval of a Ground Lease at Space Coast Regional Airport for Dick Holdings LLC.

XI. INFORMATION SECTION:

- a. Interim Airport Director Report:
 - Project Updates
 - Space Coast Regional Airport/Spaceport Name

Action Items:

- None

Discussion Items:

- None

- b. Attorney Report
 - Pending
- c. Check Register & Budget to Actual

X. AUTHORITY MEMBERS REPORT

XI. PUBLIC AND TENANTS REPORT

XII. ADJOURNMENT

Respectfully submitted,

Mr. Justin Hopman, ACE
Interim Executive Director

Mr. John Craig
Chairman

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 20, 2021 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL and Via Video Conference. The following members were present: Mr. John Craig, Chairman; Mr. Donn Mount, Vice Chairman/Treasurer; Mr. Al Elebash, Secretary; Mr. Jerry Sansom, via videoconference; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Mr. Justin Hopman, Interim Executive Director; Mr. Adam Bird, Attorney.

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. Voss made the motion. Mr. Grainger seconded. Mr. Craig called the question. There were no objections. Motion passed.

Appearances – None**Presentations – Steve Borowski, Director of Aviation for Brevard County/Manager of Valkaria Airport and Lisa Waters, Florida Airports Council President and CEO – Discussion and Presentation of Applicants for TCAA Director of Airports Position**

Mr. Borowski briefly went through the resumes and experiences of the five candidates selected for the short list. Discussion continued.

Consent Agenda**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

1. March 18, 2021 – Regular Meeting
2. March 25, 2021 – Special Meeting
3. April 05, 2021 – Special Meeting ‘Workshop’
4. April 15, 2021 – Regular Meeting

Mr. Craig called for a motion to approve the Consent Agenda as amended. Mr. Grainger made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Old Business**Item A - Investigative Findings of TCAA Counsel – Complaint Submitted by TCAA Fire Chief Terry Wooldridge**

Mr. Hopman stated that there had been no updates from the State Board of Ethics. Mr. Bird stated that Mr. Hopman had contacted them and was waiting for a return call. Mr. Elebash made a motion to postpone the item. Mr. Grainger seconded. Mr. Craig called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of an Extension and Change to the Exclusive Leasing Agreement with Lightle, Beckner & Robison, Inc.

Mr. Hopman gave an overview of the item, stating that he had met with Mr. Elebash and they had looked at different options. Mr. Hopman suggested maybe waiting for the new director to make decision. The Board concurred. Mr. Craig asked Mr. Hopman to convey that information to Lightle, Beckner & Robison.

New Business

Item A – Discussion and Consideration of the Amendment of the Space Coast Executive Jet Center Lease

Mr. Hopman gave an overview of the item, stating that Space Coast Executive Jet Center had been using the ramp temporarily, but wanted to lease it permanently, which would be about \$411 extra per month.

Mr. Elebash made a motion to approve the amendment. Mr. Voss seconded. Discussion continued.

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

Item B – Discussion and Consideration of the Lease of Office Space at Space Coast Regional Airport to Integra Jet, LLC

Mr. Hopman gave an overview of the item, stating that a company called Integra Jet, LLC was interested in renting two offices in Suite 3 of the Administrative Building at Space Coast Regional Airport. Mr. Hopman stated that the monthly amount would be \$630.

Mr. Elebash made a motion to approve the lease. Mr. Voss seconded. Discussion continued.

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

Item C – Discussion and Consideration of an Agreement with Peak Harvest Services at Space Coast Regional Airport

Mr. Hopman gave a brief overview of the item, stating that a company called Peak Harvest was requesting an agreement to harvest palmetto berries from property at Space Coast Regional Airport that was previously an orange grove. Mr. Hopman explained that the company would pay the Airport Authority 20% of what they

received from the harvest. Mr. Hopman stated that the company was licensed and insured. Discussion continued.

Mr. Voss made a motion to approve the agreement. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item D – Discussion and Consideration of Changes to TCAA Policy Section 110.00 Purchasing Procurement

Mr. Hopman gave an overview of the item, stating that the current policy relating to procurement required that Staff pull purchase orders for each item, including monthly bills, which was very time consuming. Mr. Hopman stated that Staff had consulted with several entities on the matter and felt that Staff could be more productive if the policy was amended to include eliminating purchase orders for monthly recurring bills, along with some other small changes.

Mr. Craig asked if there needed to be public comment. Mr. Bird stated that it wasn't necessary because in the present context it complied with Florida Statute 287.017.

Mr. Elebash made a motion to approve the amendment to the policy. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item E – Discussion and Consideration of the Replacement of the Air Conditioning Unit at U.S. Aviation Training Solutions Building

Mr. Hopman gave an overview of the item, stating that the AC system at the USATS building at Space Coast Regional Airport was no longer repairable. Mr. Hopman stated that Staff had gotten three quotes and had gone with the bid of \$27,360. Discussion continued.

Mr. Voss made a motion to approve the repairs. Mr. Grainger seconded. Discussion continued.

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

Item F – Consideration of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

Mr. Hopman presented the following invoices to the Board for approval:

Invoice No. 12-1116184 in the amount of \$29, 513 from Michael Baker International, which was for the North Area Security and Infrastructure Project at Merritt Island Airport.

Invoice No. 1112646 in the amount of \$10,500 from Michael Baker International, which was for the Corporate Hangar Project at Merritt Island Airport.

Pay Request No. 5 in the amount of \$4,082.54 and Pay Request No. 6 in the amount of \$4,500, both from Michael Baker International, and Pay Request No. 1 in the amount of \$33,468.99 and Pay Request No. 2 in the amount of \$84,594.45, both from Nautilus Earth Management, which were for the Hangar 52 Demolition Project at Space Coast Regional Airport.

Mr. Voss made a motion to approve the invoices. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item G – Discussion and Consideration of the Proposed 2021-2022 Fiscal Year Budget

Mr. Hopman gave an overview of the preliminary budget. Mr. Craig stated that the item didn't require a vote at this time. Discussion continued.

Ms. Dawn Hannon gave an overview of the Airport Authority's financial status. Discussion continued.

Information Section

Interim Director Report

Mr. Hopman reported that the Airport Authority was going to host the CFASSP meeting at the Valiant Air Command Museum on June 17.

Mr. Hopman briefly gave updates on the projects, and then turned the floor over to Mr. Aaron McDaniel from Michael Baker International to talk about the North American Security and Infrastructure Project at Merritt Island Airport. Mr. McDaniel gave an overview of the progress of the project and discussed permitting issues that had caused delays. Discussion continued.

Mr. McDaniel discussed the proposed road project at Space Coast Regional Airport, and gave a presentation showing the opportunities it would open up at the airport. Discussion continued.

Mr. Hopman stated that Staff had discussed getting more involved with social media platforms and doing some re-branding of the Airport Authority in general. Mr. Hopman stated that the current website domain names were flairport.com and ticoairportauthority.com, but Staff had recently reserved the domain name flyspacecoast.org for future re-branding. Discussion continued.

Mr. Hopman discussed the Part 13 complaint with Mr. DeGrosa at Merritt Island Airport. Discussion continued.

Mr. Hopman stated that he was having a hard time hiring Facilities Staff, and was looking to increase the starting salary for Facilities positions. The Board agreed that there should be a salary increase. Mr. Sansom stated that he felt the board

should formally approve the increase to show support for Mr. Hopman's proposal. Discussion continued.

Mr. Grainger made a voluntary motion to support wage increases as presented in the Interim Director Report. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

Mr. Hopman reported that he and Mr. Mount had toured Arthur Dunn Airpark and Airport Authority owned properties in the vicinity, stating that all of the houses owned by the Airport Authority were run down. Mr. Mount stated that if the Airport Authority received information that would allow the ability to sell the houses, he believed the market would snap them up and the capital could be used for FDOT projects. Discussion continued.

Mr. Hopman concluded his report.

Attorney Report

Mr. Bird reported that he was going to use the Greater Orlando Aviation Authority's whistleblower policy as a model to finish the Airport Authority's policy, because he felt it had good bones and would be a great place to start.

Mr. Bird stated that he received Notice of Trial for the Welsh Construction case, but no date had been set yet.

Mr. Bird concluded his report.

Check Register

Mr. Hopman stated that only the Check Register had been provided.

Project Reports – Provided

Public & Tenants Report

Mr. Craig opened the floor to the public. Mr. Don White presented a chart showing the statistics on the latest Young Eagles event and stated that the next Young Eagles event would be on October 23rd. Mr. White asked what the hangar rent increase was going to be at the start of the fiscal year. Ms. Dawn Hannon stated that it was .4% CPI.

Authority Members Report

Mr. Craig opened the discussion to the timeline and the process of the Executive Director search. Mr. Bird reminded the board that all interviews were subject to the Sunshine Law. Discussion continued.

The Board came to the decision to have a special meeting on June 3rd at 8:00 a.m. to interview the five selected candidates. The interviews would be scheduled 45 minutes apart. Mr. Craig asked the board members to come up with questions to ask the candidates.

Adjournment

Mr. Craig adjourned the meeting at 11:02 a.m.

JOHN CRAIG, CHAIRMAN

AL ELEBASH, SECRETARY

TITUSVILLE – COCOA AIRPORT AUTHORITY

A Special Meeting of the Titusville - Cocoa Airport Authority was held on June 3, 2021 at 8:00 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL and Via Video Conference. The following members were present: Mr. John Craig, Chairman; Mr. Donn Mount, Vice Chairman/Treasurer; Mr. Al Elebash, Secretary; Mr. Jerry Sansom; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Mr. Justin Hopman, Interim Executive Director.

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. Molitor made the motion. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

New Business**Item A – Director of Airports Candidate Interviews**

Mr. Craig gave an overview of the item, stating that each candidate would be given 45 minute interviews with a 5 minute introduction. Mr. Craig stated that Mr. Steve Borowski had provided the questions, and then briefly went through the process.

Mr. Elebash entered the meeting at 8:15 a.m. and Mr. Craig did a brief recap for him. Mr. Craig announced that one of the five candidates had withdrawn from the process, so there would only be four interviews. Discussion continued.

The Board interviewed the following candidates:

1. Mr. Nathan Coil
2. Mr. Roy Sieger
3. Mr. Kevin Daugherty
4. Mr. Terry Wooldridge

Following the interviews, the board discussed the candidates. Each board member provided their top two candidates as follows:

Mr. Craig: Daugherty and Coil
Mr. Elebash: Daugherty and Coil

Mr. Voss: Daugherty and Coil
Mr. Molitor: Daugherty and Coil
Mr. Mount: Sieger and Daugherty
Mr. Sansom: Sieger and Daugherty
Mr. Grainger: Sieger and Daugherty

Discussion continued.

Mr. Mount made a motion to nominate Mr. Roy Sieger as the Director of Airports.
Mr. Sansom seconded. Discussion continued.

Mr. Craig called for a vote. Mr. Mount, Mr. Sansom and Mr. Grainger voted aye.
Mr. Craig, Mr. Elebash, Mr. Voss and Mr. Molitor voted nay. Motion failed.

Mr. Elebash made a motion to nominate Mr. Kevin Daugherty as the Director of Airports. Mr. Molitor seconded. Discussion continued.

Mr. Craig called for a vote. All voted aye. Motion passed. Mr. Daugherty was selected Director of Airports for the Titusville-Cocoa Airport Authority.

Mr. Craig asked how the board would like to proceed in offering Mr. Daugherty the position. The board concurred that they should bring him back in to the board room and offer him the position.

Mr. Daugherty entered the board room. Mr. Craig offered Mr. Daugherty the position. Mr. Daugherty accepted. Mr. Craig told Mr. Daugherty that the next step was that the Mr. Bird would be in touch with him to work out the details of the contract. Mr. Craig explained to Mr. Daugherty that his contract would be the Airport Authority Board. Mr. Daugherty also explained that Airport Authority staff would be Mr. Daugherty's staff and not County employees. Mr. Daugherty thanked the board and stated that he was looking forward to working with them.

Adjournment

Mr. Craig adjourned the meeting at 1:03 p.m.

JOHN CRAIG, CHAIRMAN

AL ELEBASH, SECRETARY

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on June 17, 2021 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL and Via Video Conference. The following members were present: Mr. John Craig, Chairman, via video conference; Mr. Donn Mount, Vice Chairman/Treasurer; Mr. Al Elebash, Secretary; Mr. Jerry Sansom; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Mr. Justin Hopman, Interim Executive Director; Mr. Adam Bird, Attorney. Mr. Al Elebash was absent.

Call to Order

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

Approval of the Agenda

Mr. Mount asked if there were any proposed changes to the Agenda. Seeing none, Mr. Mount called for a motion to approve the Agenda as presented. Mr. Sansom made the motion. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

Appearances – None**Presentations – None****Consent Agenda – None****Old Business****Item A - Investigative Findings of TCAA Counsel – Complaint Submitted by TCAA Fire Chief Terry Wooldridge**

Mr. Bird stated that Chief Wooldridge had reached out to the Board of Ethics. Chief Wooldridge stated that the investigator had reached out to him and they would be coming to the Airport Authority to do the investigation at a future date.

Item B – Discussion of the Proposed 2021-2022 Fiscal Year Budget

Mr. Hopman stated that not much had changed, but there were a few small adjustments. Discussion continued.

New Business**Item A – Discussion and Approval of Director of Airports Contract**

Mr. Mount turned the floor over to Mr. Bird for discussion of the contract. Mr. Bird stated that in the proposed contract the Airport Authority had offered an annual salary of \$135,000 to the selected candidate, Mr. Kevin Daugherty. Mr. Bird stated

that Mr. Daugherty in turn had asked for \$150,000. Mr. Bird stated that in addition, Mr. Daugherty had asked to soften the start time for relocation, adding that he felt it was not an unreasonable ask. Mr. Daugherty stated that he couldn't wait to get started, but wanted to be able to give four weeks' notice at his current job. Mr. Daugherty also stated that the housing market was tough and he currently looking, but did not really want to commute.

Mr. Molitor made a motion to approve the contract with the \$150,000 annual salary that Mr. Daugherty had asked for. Mr. Voss seconded. Discussion continued.

Mr. Mount recognized members of the public who wanted to comment. Mr. Kevin Panik stated that he liked the transparency in the salary discussions and that he felt the salary range was good, but there should be some more negotiation. Mr. Don White stated that he recommended \$135,000 to start, with the board having the ability to provide bonuses based on performance. Discussion continued.

Mr. Craig stated that in regards to the salary, they used a number right in the middle of the range to try and get discussion from the board and what they felt. Mr. Craig stated that Mr. Bird did not get a lot of feedback on the number. Mr. Craig stated that he felt \$135,000 was fine, but he didn't see a problem going all the way to the top of the salary range because the board had the ability to decide what the raises and merit pay would be. Mr. Craig stated that he felt that \$150,000 was at the high end of the window, and from an optics standpoint it was probably not ideal to start at that, but he felt it was important to look at why that window was set before it was determined where in that window to go. Mr. Craig stated that he was comfortable with going to the top of the window, but he was also comfortable with splitting the difference at \$142,500 and then moving it up based on the first six months or whatever the board wanted to do along the way. Mr. Craig also noted that they did add a \$5,000 relocation one-time payment. Mr. Craig stated that he asked Mr. Bird how that number was derived, and Mr. Bird that he had consulted with a variety of sources around the state. Discussion continued.

Mr. Mount stated that there was a motion on the table, and asked Mr. Molitor if he wanted to amend it. Mr. Molitor amended the motion to offer Mr. Daugherty an annual salary of \$142,500 with the caveat that the board would come up with benchmarks for bonuses. Mr. Voss seconded. Discussion continued.

Mr. Mount asked Mr. Daugherty if the motion was passed, would he accept the \$142,500. Mr. Daugherty stated that he would. Mr. Mount called the question. All voted aye. Motion passed.

Information Section

Interim Director Report

Mr. Hopman reported that the CFASSP meeting was being held that day at the Valiant Air Command Museum.

Mr. Hopman reported that someone had signed a Letter of Intent to lease Building 61 at Space Coast Regional Airport, but they backed out of it over the weekend. Mr. Hopman stated that Staff was in the process of improving the building and cleaning it up, and with the current market, he felt it wouldn't be a problem getting it leased. Discussion continued.

Mr. Hopman gave updates on current projects. Discussion continued.

Mr. Hopman stated that he was in the process of finding a vehicle for Mr. Daugherty, but currently it was extremely difficult, due to the market. Mr. Hopman explained that the Airport Authority had to buy vehicles through state bid and explained the process to the board. Mr. Hopman stated that the dealers buy a bunch of vehicles in advance, but they go very quickly, so you need to have a P.O. ready to go if something came up. Mr. Hopman stated that ordering a vehicle could take until the end of 2022. The board discussed the possibility of leasing a vehicle for Mr. Daugherty.

Mr. Hopman discussed t-hangar maintenance. Discussion continued.

Mr. Hopman concluded his report.

Attorney Report

Mr. Bird reported that he and Mr. Hopman were still working on finding the grant documents that were in place when the Airport Authority acquired the residential properties at Arthur Dunn Airpark, stating that they needed to know what they were allowed to do with them. Mr. Bird stated that once they figured out what they could do, they would have a plan and recommendations.

Mr. Bird stated that the board should have received documents from Mr. Hopman regarding the formal complaint on the 275 Manor Drive issue at Merritt Island Airport. Mr. Bird stated that there wasn't a lot of new information.

Mr. Bird concluded his report.

Check Register – Provided

Project Reports – Provided

Authority Members Report

Mr. Molitor stated that he appreciated everything Mr. Hopman had done for the Board as the Interim Director, and would like to see him become the Assistant Director.

Mr. Craig stated that there needed to be a motion and a second to postpone Old Business – Item A, Complaint Investigation. Mr. Craig also asked Mr. Hopman to revise the salaries on the budget to reflect today's discussions. Mr. Craig stated

that when Mr. Hopman was named Interim Director, the board adjusted his salary up, but he was sure that Mr. Daugherty would come in and do a complete evaluation of staffing and continuity structure, so the board needed to make sure to re-set Mr. Hopman's salary to what it was before until Mr. Daugherty figured out the compensation structure for the entire organization. Mr. Bird stated that by the function of Mr. Daugherty starting, it would re-set Mr. Hopman's salary, and thus would give Mr. Daugherty the authority to decide how to move forward. Discussion continued.

Mr. Mount called for a motion to postpone the Chief Wooldridge Complaint item until the next meeting. Mr. Molitor made the motion. Mr. Grainger seconded. Mr. Mount called the question. All voted aye. Motion passed.

Public & Tenants Report

Mr. Don White stated that the EAA was going to add a new Youth Activity and it was going to be the second and third weekend of July, and it was going to be a Camp for Kids. Mr. White gave an overview of the program.

Mr. Bill Weiler from the Civil Air Patrol, stated that the CAP had a wonderful training session for their mobile communication unit trailer at the airport on Saturday, and it was very well received. Mr. Weiler stated that the CAP had moved their aircraft from Merritt Island to Space Coast Regional Airport because there were safety incidences that had taken place, and the Air Force stated that until things improved, they would not be able to fly cadets in and out of that airport. Mr. Weiler stated the CAP was now flying training flights before every manned launch. Mr. Weiler discussed how that would work, and also discussed flying pre-storm reconnaissance. Discussion continued.

Adjournment

Mr. Craig adjourned the meeting at 9:44 a.m.

JOHN CRAIG, CHAIRMAN

AL ELEBASH, SECRETARY



MICHAEL BAKER INTERNATIONAL, INC.
515 North Flagler Drive
Suite 303
West Palm Beach, FL 33401
561-812-6400

MARCH 16, 2021

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1110643
BAKER PROJECT NO. 179882
REQUEST NO. 5
FDOT PROJECT NO. FM 447533-1-94-01

RE: DESIGN AND CONSTRUCTION ADMINISTRATION OF RUNWAY
9-27 REHABILITATION AT SPACE COAST REGIONAL AIRPORT

FOR FEES BILLED THROUGH JANUARY 1, 2021 - FEBRUARY 28, 2021

CONTRACT VALUE \$342,922.00

DESIGN SERVICES

		<u>INVOICED THIS PERIOD</u>	<u>INVOICED TO DATE</u>
PART 1 - PROJECT MANAGEMENT			
77.26% COMPLETE OF	\$46,456.00	\$143.93	\$35,891.38
PART 2 - INVESTIGATION			
100.00% COMPLETE OF	\$14,252.00	\$0.00	\$14,252.00
PART 3 - RUNWAY LENGTH JUSTIFICATION & CONCEPT DEV.			
100.00% COMPLETE OF	\$26,420.00	\$1,394.76	\$26,420.00
PART 4 - 60% DESIGN			
100.00% COMPLETE OF	\$86,052.00	\$56,227.74	\$86,052.00
PART 5 - 90% DESIGN			
39.00% COMPLETE OF	\$59,540.00	\$23,220.60	\$23,220.60
PART 6 - FINAL DESIGN			
0.00% COMPLETE OF	\$39,434.00	\$0.00	\$0.00
(SUBCONSULTANTS)			
0.00% GEOTECHNICAL INVESTIGATION (CAL-TECH)	\$17,022.00	\$0.00	\$0.00
95.00% GPR SPOTLIGHT	\$10,000.00	\$0.00	\$9,500.00
86.27% TOPOGRAPHIC SURVEY	\$28,000.00	\$0.00	\$24,155.14
BIDDING PHASE SERVICES			
PART 6 - FINAL DESIGN			
0.00% COMPLETE OF	\$15,746.00	\$0.00	\$0.00
TOTAL EARNINGS		\$80,987.03	\$219,491.12
AMOUNT DUE THIS INVOICE			\$80,987.03

Electronic Remittance
CITIZENS BANK
ABA: 036-076-150
Account No.: 6101710975
SWIFT: CTZIUS33

Check Payment Remit to:
PO BOX 536408
PITTSBURGH, PA 15253-5906



MICHAEL BAKER INTERNATIONAL, INC.
515 North Flagler Drive
Suite 303
West Palm Beach, FL 33401
561-812-6400

APRIL 10, 2021

TITUSVILLE-COCOA AIRPORT AUTHORITY
355 GOLDEN KNIGHTS
TITUSVILLE, FL 32780

INVOICE NO. 1112648
BAKER PROJECT NO. 179882
REQUEST NO. 6
FDOT PROJECT NO. FM 447533-1-94-01

RE: DESIGN AND CONSTRUCTION ADMINISTRATION OF RUNWAY
9-27 REHABILITATION AT SPACE COAST REGIONAL AIRPORT

FOR FEES BILLED THROUGH **MARCH 1, 2021 - MARCH 31, 2021**

CONTRACT VALUE \$342,922.00

DESIGN SERVICES

		<u>INVOICED THIS PERIOD</u>	<u>INVOICED TO DATE</u>
PART 1 - PROJECT MANAGEMENT			
77.80% COMPLETE OF	\$46,456.00	\$250.57	\$36,141.95
PART 2 - INVESTIGATION			
100.00% COMPLETE OF	\$14,252.00	\$0.00	\$14,252.00
PART 3 - RUNWAY LENGTH JUSTIFICATION & CONCEPT DEV.			
100.00% COMPLETE OF	\$26,420.00	\$0.00	\$26,420.00
PART 4 - 60% DESIGN			
100.00% COMPLETE OF	\$86,052.00	\$0.00	\$86,052.00
PART 5 - 90% DESIGN			
71.79% COMPLETE OF	\$59,540.00	\$19,525.00	\$42,745.60
PART 6 - FINAL DESIGN			
40.00% COMPLETE OF	\$39,434.00	\$15,773.60	\$15,773.60
(SUBCONSULTANTS)			
67.50% GEOTECHNICAL INVESTIGATION (CAL-TECH)	\$17,022.00	\$11,490.00	\$11,490.00
95.00% GPR SPOTLIGHT	\$10,000.00	\$0.00	\$9,500.00
86.27% TOPOGRAPHIC SURVEY	\$28,000.00	\$0.00	\$24,155.14
BIDDING PHASE SERVICES			
PART 6 - FINAL DESIGN			
0.00% COMPLETE OF	\$15,746.00	\$0.00	\$0.00

TOTAL EARNINGS \$47,039.17 \$266,530.29

AMOUNT DUE THIS INVOICE \$47,039.17



Michael Baker International, Inc.
515 North Flagler Drive
Suite 303
West Palm Beach, FL 33401
561-812-6400
Billing 803-231-1014

Invoice Date: 5/18/2021
Invoice No: 1116416
Invoice Amount: \$ 19,900.90
Request No: 3
FDOT Project No: FM 438461-1-94-01

Titusville-Cocoa Airport Authority
355 Golden Knights Boulevard
Titusville, FL 32780

Invoice for Professional Services April 1, 2021 through April 30, 2021

Agreement Number: TICO-GEC 2018

Project Name: Design and CA Corporate Hangar at Merritt Island Airport
Project Number: 179595

Task Name	Contract Value	Percent Complete	Current Invoice	Previous Amount	Total to Date	Remaining Balance
Task 1: Design and Bid Services	\$ 73,002.00	45.19%	\$ 19,900.90	\$ 13,087.65	\$ 32,988.55	\$ 40,013.45
Task 2: Initial Permits	\$ 3,722.00	83.23%	\$ -	\$ 3,097.64	\$ 3,097.64	\$ 624.36
Task 3: Phase 5-Construction Admin.	\$ 31,270.00	0.00%	\$ -	\$ -	\$ -	\$ 31,270.00
Task 4: Sub: Geotech Investigation (Cal-Tech)	\$ 3,000.00	0.00%	\$ -	\$ -	\$ -	\$ 3,000.00
Task 4: Sub: Honeycutt and Associates	\$ 2,000.00	0.00%	\$ -	\$ -	\$ -	\$ 2,000.00
Totals	\$ 112,994.00	31.94%	\$ 19,900.90	\$ 16,185.29	\$ 36,086.19	\$ 76,907.81

Payment Options: Include invoice number on all remittances

EFT/ACH (Preferred Method):

Michael Baker International
Citizens Bank
Account No.: 6101710975
ABA: 036-076-150
SWIFT: CTZIUS33
Payment Inquiries: AR@mbakerintl.com

Check:

Michael Baker International
P.O. Box 536408
Pittsburgh, PA 15253-5906

Project Inquiries: Neff, John Ford - John.Neff@mbakerintl.com
Invoice Inquiries: McGregor, Nancy - Nancy.McGregor@mbakerintl.com



Michael Baker International, Inc.
515 North Flagler Drive
Suite 303
West Palm Beach, FL 33401

Invoice Date: 6/7/2021
Invoice No: 1118340
Invoice Amount: \$52,094.08
Request No.: 8
FDOT Project No.: FM 447533-1-94-01

Titusville-Cocoa Airport Authority
355 Golden Knights Boulevard
Titusville, FL 32780

Invoice for Professional Services through period ending May 31, 2021

Agreement Number: TICO-GEC 2018
Project Name: SPCA R/W 9-27 Rehabilitation
Project Number: 179882

Task Name	Contract Value	Percent Complete	Current Invoice	Previous Amount	Total to Date	Remaining Balance
Design Services						
Part 1 - Project Management	\$ 46,456.00	77.86%	\$ 30.59	\$ 36,141.95	\$ 36,172.54	\$ 10,283.46
Part 2 - Investigation	\$ 14,252.00	100.00%	\$ -	\$ 14,252.00	\$ 14,252.00	\$ -
Part 3 - Runway Length Justification & Concept Dev.	\$ 26,420.00	100.00%	\$ -	\$ 26,420.00	\$ 26,420.00	\$ -
Part 4 - 60% Design	\$ 86,052.00	100.00%	\$ -	\$ 86,052.00	\$ 86,052.00	\$ -
Part 5 - 90% Design	\$ 59,540.00	100.00%	\$ 16,794.40	\$ 42,745.60	\$ 59,540.00	\$ -
Part 6 - Final Design	\$ 39,434.00	100.00%	\$ 23,660.40	\$ 15,773.60	\$ 39,434.00	\$ -
Subconsultant - Geo Tech	\$ 17,022.00	100.00%	\$ 5,532.00	\$ 11,490.00	\$ 17,022.00	\$ -
Subconsultant - GPR Spotlight	\$ 10,000.00	100.00%	\$ 500.00	\$ 9,500.00	\$ 10,000.00	\$ -
Subconsultant - Topo Survey	\$ 28,000.00	100.00%	\$ 3,844.86	\$ 24,155.14	\$ 28,000.00	\$ -
Bidding Phase Services						
Part 6 Final Design	\$ 23,246.00	7.45%	\$ 1,731.83	\$ -	\$ 1,731.83	\$ 21,514.17
Totals	\$ 350,422.00	90.93%	\$ 52,094.08	\$ 266,530.29	\$ 318,624.37	\$ 31,797.63

Total Invoice Amount Due: \$ 52,094.08

Payment Options: Include invoice number on all remittances

EFT/ACH (Preferred Method):

Michael Baker International
Citizens Bank
Account No.: 6101710975
ABA: 036-076-150
SWIFT: CTZIUS33
Payment Inquiries: AR@mbakerintl.com

Check:

Michael Baker International
P.O. Box 536408
Pittsburgh, PA 15253-5906

Project Inquiries: Neff, John Ford - John.Neff@mbakerintl.com
Invoice Inquiries: McGregor, Nancy - Nancy.McGregor@mbakerintl.com



Michael Baker International, Inc.
515 North Flagler Drive
Suite 303
West Palm Beach, FL 33401

Invoice Date: 6/7/2021
Invoice No: 1118343
Invoice Amount: \$ 8,220.00
Request No.: 7
FDOT Project No.: FM 437021-1-94-01

Titusville-Cocoa Airport Authority
355 Golden Knights Boulevard
Titusville, FL 32780

Invoice for Professional Services through period ending May 31, 2021

Agreement Number: TICO-GEC 2013

Project Name: Hangar 52 Demolition

Project Number: 169511

Task Name	Contract Value	Percent Complete	Current Invoice	Previous Amount	Total to Date	Remaining Balance
Basic Services (Design)						
Phase 1-Initial Design Pkg (60%)	\$ 8,572.00	100.00%	\$ -	\$ 8,572.00	\$ 8,572.00	\$ -
Phase 2-Final Design Pkg (100%)	\$ 9,591.00	100.00%	\$ -	\$ 9,591.00	\$ 9,591.00	\$ -
Basic Services (Bidding)						
Phase 3-Bidding	\$ 3,390.00	100.00%	\$ 754.56	\$ 2,635.44	\$ 3,390.00	\$ -
Phase 4-Special Services						
Subconsultant-Geo Tech	\$ 2,233.55	100.00%	\$ -	\$ 2,233.55	\$ 2,233.55	\$ -
Subconsultant-Topo Survey	\$ 2,700.00	100.00%	\$ -	\$ 2,700.00	\$ 2,700.00	\$ -
Subconsultant-Asbestos Survey	\$ 11,600.00	100.00%	\$ 1,900.00	\$ 9,700.00	\$ 11,600.00	\$ -
Subconsultant-Asbestos Survey	\$ 2,500.00	100.00%	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
Phase 5-Project Management	\$ 2,585.00	100.00%	\$ 118.19	\$ 2,466.81	\$ 2,585.00	\$ -
Phase 6-CA & Inspection	\$ 11,316.80	74.62%	\$ 2,947.25	\$ 5,497.10	\$ 8,444.35	\$ 2,872.45
Phase 7-Stormwater Permitting	\$ 9,383.65	100.00%	\$ -	\$ 9,383.65	\$ 9,383.65	\$ -
Totals	\$ 63,872.00	95.50%	\$ 8,220.00	\$ 52,779.55	\$ 60,999.55	\$ 2,872.45

Total Invoice Amount Due: \$ 8,220.00

Payment Options: Include invoice number on all remittances

EFT/ACH (Preferred Method):

Michael Baker International
Citizens Bank

Account No.: 6101710975

ABA: 036-076-150

SWIFT: CTZIUS33

Payment Inquiries: AR@mbakerintl.com

Check:

Michael Baker International
P.O. Box 536408
Pittsburgh, PA 15253-5906

Project Inquiries: Neff, John Ford - John.Neff@mbakerintl.com

Invoice Inquiries: McGregor, Nancy - Nancy.McGregor@mbakerintl.com

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: Titusville Cocoa Airport Authority
355 Golden Knights Blvd
Titusville, Florida 32780

PROJECT: TIX Hanger 52 Demolition
FM 437021-1-94-01

APPLICATION NO. 3
APPLICATION DATE 6/2/2021
PERIOD FROM: 5/1/2021
PERIOD TO: 5/31/2021
Distribution to:
☒ OWNER
☒ ENGINEER
☐ CONTRACTOR

FROM: Nautilus Earth Management
13506 Summerport Village Pkwy # 772
Windermere Florida 34786

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G-703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 255,280.57
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE	\$ 255,280.57
4. TOTAL COMPLETED & STORED TO DATE \$ (Column J on G703)	\$ 192,147.52
5. RETAINAGE a. <u>10</u> % of Completed Work (Columns D + E on G703) b. <u>0</u> % of Stored Material (Column F on G703) Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$ 19,214.75 \$ 0.00 \$ 19,214.75
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 172,932.77
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 118,063.44
8. CURRENT PAYMENT DUE	\$ 54,869.33
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 82,347.80
CHANGE ORDER SUMMARY	
Total changes approved in previous months by Owner	ADDITIONS 0.00 DEDUCTIONS 0.00
Total approved this Month	0.00
NET CHANGES by Change Order	TOTALS 0.00 0.00
	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application For Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature] Date: 6-2-2021

By: [Signature]
State of: Florida
County of: 2 day of Jun-21

Notary Public: [Signature]
My Commission Expires: 6/24/2025



ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 54,869.33

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ENGINEER: [Signature] Date: 2 June 2021

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application for Payment #:	3
Date of application:	6/2/2021
Through date:	5/31/2021

INDEX	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	PAY ITEM NO.	DESCRIPTION	UN	QTY	UNIT PRICE	CONTRACT AMOUNT	QTY FROM PREVIOUS PERIODS	AMT FROM PREVIOUS PERIODS	QTY THIS PERIOD	AMOUNT REQUESTED THIS PERIOD	QUANTITY COMPLETE & STORED TO DATE	AMOUNT COMPLETE & STORED TO DATE	PERCENT COMPLETED TO DATE %	BALANCE TO FINISH	Retainage 10%
1	1	Construction Layout ans Topographic As-Built Survey	LS	1.00	3,199.00	3,199.00	0.75	2,399.25	0.00	-	0.75	2,399.25	75%	799.75	239.93
2	2	Maintenance of Traffic	LS	1.00	3,199.00	3,199.00	0.75	2,399.25	0.25	799.75	1.00	3,199.00	100%	-	319.90
3	3	Bond and Insurance	LS	1.00	12,060.47	12,060.47	0.53	6,382.00	0.00	-	0.53	6,382.00	53%	5,678.47	638.20
4	4	Temporary Erosion Prevention and Sediment Control Demo, Restoration and Foundationincludes bringing excavation back to surrounding grade and removal of demo material	LS	1.00	3,199.00	3,199.00	1.00	3,199.00	0.00	-	1.00	3,199.00	100%	-	319.90
5	5	Permitting Fee Allowance	LS	1.00	56,032.40	56,032.40	1.00	56,032.40	0.00	-	1.00	56,032.40	100%	-	5,603.24
6	6	Removal existing 36" RCP pipe	ALL	1.00	10,000.00	10,000.00	0.04	390.32	0.00	-	0.04	390.32	4%	9,609.68	39.03
7	7	Remove existing 36" RCP pipe	LF	36.00	83.33	2,999.88	0.00	-	36.00	2,999.88	36.00	2,999.88	100%	-	299.99
8	8	Remove existing 36" Millered End Sections	EA	1.00	3,000.00	3,000.00	0.00	-	1.00	3,000.00	1.00	3,000.00	100%	-	300.00
9	9	Remove existing Catch Basin	EA	2.00	1,500.00	3,000.00	0.00	-	1.00	1,500.00	1.00	1,500.00	50%	1,500.00	150.00
10	10	Cleaning and Grubbing	AC	2.32	8,620.69	20,000.00	1.00	8,620.69	1.32	11,379.31	2.32	20,000.00	100%	0.00	2,000.00
11	11	Unclassified Excavation (Embankment for DRA ECY)	ECY	1,900.00	30.60	58,140.00	950.00	29,070.00	950.00	29,070.00	1,900.00	58,140.00	100%	-	5,814.00
12	12	modified to meet design minimums	LT	1.00	34,905.67	34,905.67	0.65	22,688.69	0.35	12,216.98	1.00	34,905.67	100%	(0.00)	3,490.57
13	13	36" RCP Pipe Class V	FS	183.00	102.05	18,675.15	0.00	-	0.00	-	-	-	0%	1,872.00	-
14	14	48" Manhole	EA	1.00	1,872.00	1,872.00	0.00	-	0.00	-	-	-	0%	1,872.00	-
15	15	Catch Basin(Bubble-Up Structure)	EA	1.00	1,872.00	1,872.00	0.00	-	0.00	-	-	-	0%	3,210.00	-
16	16	Control Structure, 15"x20" Elliptical	EA	1.00	3,210.00	3,210.00	0.00	-	0.00	-	-	-	0%	14,916.00	-
17	17	Seeding	SY	11,300.00	1.32	14,916.00	0.00	-	0.00	-	-	-	0%	5,000.00	-
18	18	Allowance for Unforeseen Conditions	ALL	1.00	5,000.00	5,000.00	0.00	-	0.00	-	-	-	0%	-	-
						255,280.57									
					SUBTOTAL	-								-	-
						255,280.57		131,181.60		60,965.92		192,147.52	75%	63,133.05	19,214.75
		Change Orders											#DIV/0!		
						-		-		-		-		-	-
		Change Order Item Totals				-		-		-		-		-	-
		TOTAL				255,280.57		131,181.60		60,965.92		192,147.52	75%	63,133.05	19,214.75



TIX → **SPACE COAST REGIONAL AIRPORT**

COI → **MERRITT ISLAND AIRPORT**

X2I → **ARTHUR DUNN AIRPARK**

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Justin Hopman, ACE
Interim Executive Director

DATE: July 15, 2021

ITEM DESCRIPTION – OLD BUSINESS ITEM A

Investigative Findings of TCAA Counsel – Complaint Submitted by TCAA Fire Chief Terry Wooldridge

BACKGROUND

As the Board is aware, on or about January 14, 2021, TCAA Fire Chief Terry Wooldridge emailed the Board with allegations concerning other employees of TCAA, including CEO Michael Powell. As a result of CEO Powell being included in the Complaint, the Board, through Chairman Sansom, directed TCAA General Counsel, Adam Bird, to investigate Chief Wooldridge's allegations. Mr. Bird reviewed documentation supplied by Chief Wooldridge and TCAA staff, interviewed numerous witnesses and prepared a Legal Opinion Letter containing his investigative findings, applicable law and the options available to the Board in response to the Complaint (to be circulated no later than Tuesday, February 16 to the Board Members).

ISSUES

To be discussed by Mr. Bird.

ALTERNATIVES

None identified at this time.

FISCAL IMPACT

None identified at this time.

RECOMMENDED ACTION

Awaiting results of State of Florida Ethics Complaint to further discuss and provide a resolution at that time.



TIX → **SPACE COAST REGIONAL AIRPORT**

COI → **MERRITT ISLAND AIRPORT**

X2I → **ARTHUR DUNN AIRPARK**

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Justin Hopman, ACE
Interim Executive Director

DATE: JULY 15, 2021

ITEM DESCRIPTION – OLD BUSINESS ITEM B

Discussion and Consideration of the Proposed 2021-2022 Fiscal Year Budget

BACKGROUND

The Titusville-Cocoa Airport Authority annually submits a tentative fiscal year budget to Brevard County as part of the budget process.

ISSUES

The Titusville-Cocoa Airport Authority operates on an Operations and Maintenance Budget (O & M) and is self-sustaining for daily operations. The Airport Authority receives no Ad Valorem taxes.

ALTERNATIVES

The Airport Authority Board could approve or disapprove the proposed Budget as presented and request a modification.

FISCAL IMPACT

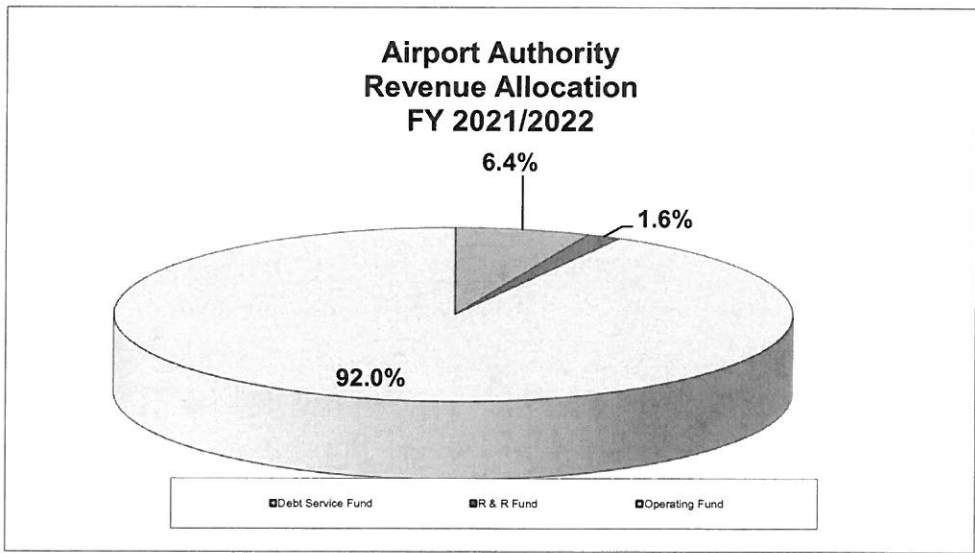
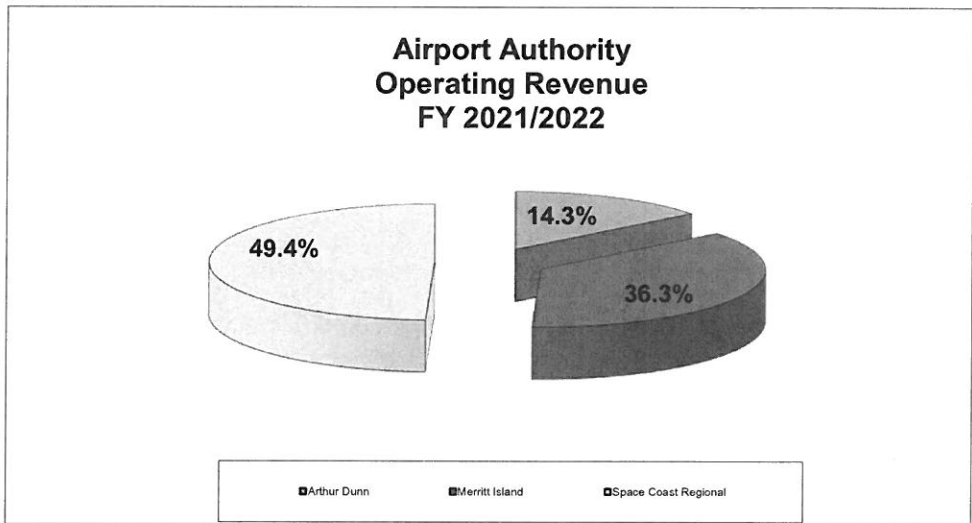
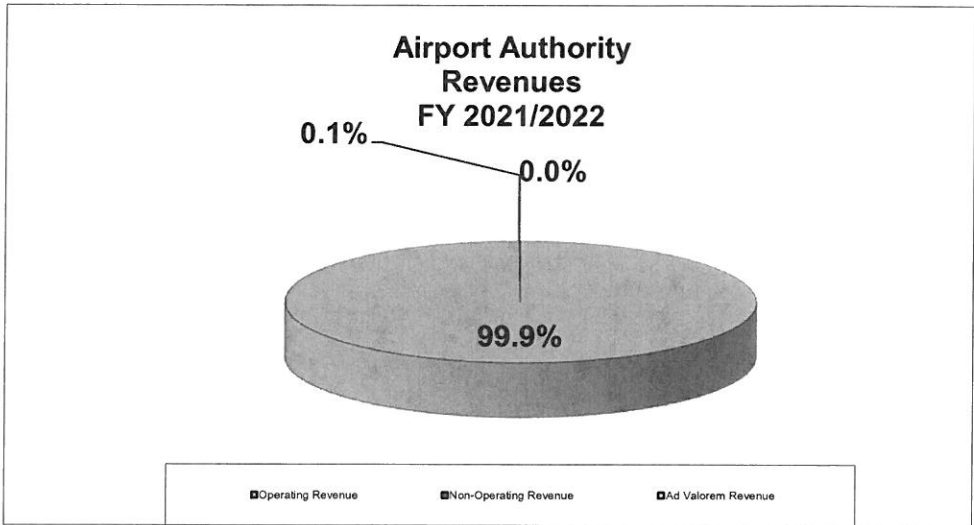
The 2021-2022 Fiscal Year Budget is a total of \$2,722,255.00

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the proposed 2021-2022 Fiscal Year Budget, which excludes any Ad Valorem taxes, for submittal to the County, and (2) authorize an Authority Officer or the CEO to execute the necessary documentation upon satisfactory review by legal counsel.

**TITUSVILLE-COCOA AIRPORT AUTHORITY
PROPOSED BUDGET SUMMARY
FISCAL YEAR 2021/2022**

	Arthur Dunn	Merritt Island	Space Coast	Total
Operating Revenue				
T'Hangars	\$ 181,187	\$ 663,839	\$ 342,501	\$ 1,187,527
Service Centers	78,941	48,877	317,193	\$ 445,011
Building Leases	78,163	252,811	538,266	869,240
Land Leases	20,260	18,275	144,892	183,427
Other Leases	30,240	3,973	337	34,550
Total Operating Revenue	<u>\$ 388,791</u>	<u>\$ 987,775</u>	<u>\$ 1,343,189</u>	<u>\$ 2,719,755</u>
Non-Operating Revenue				<u>\$2,500</u>
Requested Ad Valorem Taxing Authority				\$0
Total Revenue Budget				<u><u>\$ 2,722,255</u></u>
Transfer to Other Funds				
Debt Service Fund				\$ 174,445
Renewal and Replacement Fund				44,216
Operating Fund				<u>2,503,593</u>
Total				<u><u>\$ 2,722,255</u></u>



TITUSVILLE-COCOA AIRPORT AUTHORITY
PROPOSED OPERATING BUDGET
FY 2021 / 2022

Account Description		Budget FY 2020 / 2021	Proposed Budget FY 2021 / 2022	Difference	Percentage Change +/-
PERSONNEL SERVICES					
	Regular Salaries	744,427	770,648	26,221	3.5%
	Payroll Taxes	56,949	58,955	2,006	3.5%
	Workmans Comp Insurance	20,000	12,593	(7,407)	-37.0%
	Allocated Benefits	250,370	250,784	414	0.2%
	Retirement	111,128	110,306	(822)	-0.7%
	Insurance	136,242	137,478	1,236	0.9%
	Education	3,000	3,000	0	0.0%
TOTAL PERSONNEL SERVICES		1,071,746	1,092,980	21,648	2.0%
OPERATING EXPENSES/CAPITAL OUTLAY					
	Professional Services				
	Appraisals (last performed in 2015)	25,000	0	-	0.0%
	Land/Building Appraisals	25,000	0	-	0.0%
	General Consultant	10,000	10,000	-	0.0%
	General Consultant	10,000	10,000	-	0.0%
	Legal Fees	55,000	60,000	5,000	9.1%
	Attorney Fees	55,000	60,000	5,000	9.1%
	Accounting and Auditing				
	Annual Audit (CPA)	28,000	32,900	(1,100)	-3.2%
	Payroll Company (Paychex)	5,200	26,600	(1,400)	-5.0%
	Misc Accounting Fees	800	5,500	300	5.8%
	Other Contractual Services				
	Temporary Help	-	2,000	2,000	-
	ARFF Temp Service	-	2,000	2,000	-
	Federal Consulting Services	-	0	-	-
	Legislative Services	-	0	-	-
	Computer Technical Support	3,000	6,600	3,600	120.0%
	Tech Support	3,000	6,600	3,600	120.0%
	Janitorial Services	7,000	7,200	200	2.9%
	Cleaning Services	7,000	7,200	200	2.9%
	Other Contractual Services	1,500	1,500	-	0.0%
	Landscaping	1,000	1,000	-	0.0%
	New Employee Testing & Evaluation	500	500	-	0.0%
	Travel and Training				
	Travel & Per Diem	6,000	4,000	(2,000)	-33.3%
	Aviation Related Mtgs and Conferences	6,000	4,000	(2,000)	-33.3%
	Training & Education	7,000	6,000	(1,000)	-14.3%
	Employee Training	4,000	3,000	(1,000)	-25.0%
	Employee Development	3,000	3,000	-	0.0%
	Communications and Freight				
	Telecommunications	31,950	43,700	11,750	36.8%
	541001 Telephone	12,000	18,000	6,000	50.0%
	541301 Cellular Phones	7,000	8,000	1,000	14.3%
	541401 Cable	950	1,700	750	78.9%
	541501 Internet Fees	12,000	16,000	4,000	33.3%

TITUSVILLE-COCOA AIRPORT AUTHORITY
PROPOSED OPERATING BUDGET
FY 2021 / 2022

Account Description		Budget FY 2020 / 2021		Proposed Budget FY 2021 / 2022		Difference	Percentage Change +/-
	Postage		4,000		3,000	(1,000)	-25.0%
	542001 Postage	3,000		2,500		-	
	542101 Express Mail Delivery	1,000		500		-	
	Utility Services					-	
	Utility Services		149,000		155,000	6,000	4.0%
	543190 Water/Sewer/Irrigation	20,000		20,000		-	
	543090 Electricity	105,000		105,000		-	
	Storm Water Fees	10,000		10,000		-	
	Solid Waste & Recycling	14,000		20,000		-	
	Rentals and Leases					-	
	Rentals & Leases		8,200		7,700	(500)	-6.1%
	544001 Equipment & Dumpster Rental	2,500		5,000		-	
	544102 Postage Machine	700		700		-	
	544101 Copy Machine	2,000		2,000		-	
	544103 Phone System	3,000		0		-	
	Insurance					-	
	Property & Casualty		291,171		296,798	5,627	1.9%
	Buildings & Equipment 268643	291,171		296,798		(13,675)	-29.3%
	Liability		46,705		33,030	-	
	Fuel Tanks 3715	3,750		3,000		-	
	General Liability 8150	9,000		8,264		-	
	Auto Liability 16936	19,830		14,589		-	
	Housing	8,000		0		-	
	Officers Liability 6752	6,125		7,177		-	
	Other Insurance & Bonds		296		296	-	0.0%
	Employee Bond 888	296		296		-	
	Repairs and Maintenance					-	
	Maintenance Contracts		13,000		13,000	-	0.0%
	Service Contracts	9,000		9,000		-	
	Recycling	-		-		-	
	Pest Control	1,600		1,600		-	
	Lift Station	2,400		2,400		-	
	Repairs & Maintenance		282,000		245,000	(37,000)	-13.1%
	T-Hanger Maintenance	90,000		90,000		-	
	Auto Repair	10,000		13,000		-	
	Facilities Department Equipment	90,000		50,000		-	
	Authority Buildings	90,000		90,000		-	
	Office Equipment	2,000		2,000		-	
	Printing & Binding					-	
	Printing & Binding		700		700	-	0.0%
	General Printing and Binding					-	
	Promotional Activities					-	
	Advertising		15,000		15,000	-	0.0%
	Marketing	10,000		7,500		-	
	Website	5,000		7,500		-	
	Other Promotional Activities		7,000		7,000	-	0.0%
	NBAA Annual Conference					-	
	ACPA Annual Conference					-	
	General Promo Activities		7,000		2,000	-	
	Presentation/Promo Material					-	
	Other Current Charges and Obligations					-	

TITUSVILLE-COCOA AIRPORT AUTHORITY
PROPOSED OPERATING BUDGET
FY 2021 / 2022

Account Description		Budget FY 2020 / 2021		Proposed Budget FY 2021 / 2022		Difference		Percentage Change +/-	
	Legal Notices & Advertising		7,000		7,000		-		0.0%
	Legal Notices (RFP/RFB)	6,000		6,000			-		
	Board Meeting Dates	1,000		1,000			-		
	Other Current Charges		23,000		0		(23,000)		-100.0%
	Redevelopment Fees						-		
	Real Estate Taxes	13,000		0			-		
	Tax Appraiser Fees	5,000		0			-		
	Tax Collector Fees	5,000		0			-		
	Office Supplies						-		
	Office Supplies		6,000		8,000		2,000		33.3%
	Operating Supplies						-		
	Operating Supplies		45,000		40,000		(5,000)		-11.1%
	Operating Furniture, Equipment and Software		45,000		40,000		-		
	Fuel Products						-		
	Office Furniture	500		1,000			3,000		42.9%
	Office Software	2,000		2,000			-		
	Computer Equipment	4,000		5,000			-		
	Vehicle Tracking Hardware & Software	500		2,000			-		
	Uniforms						-		
	Facilities Uniforms	3,000		5,000			2,000		50.0%
	AREF Uniforms	1,000		1,000			-		
	Books, Publications, Subscriptions and Memberships						-		
	Books & Subscriptions		-		0		-		0.0%
	Airport Publications, Subscriptions						-		
	Dues & Memberships		6,000		5,000		(1,000)		-16.7%
	AAAE, FAC, SEC, etc	3,000		2,500			-		
	FAC Airport Mem., Chambers, EDC, etc.	3,000		2,500			-		
	Capital Outlay		60,000		75,000		15,000		25.0%
	Capital Outlay (Vehicles & Equipment)						-		
	Development		150,000		212,900		62,900		41.9%
	Projects Local Match (X21)	5,000		35,200			-		
	Projects Local Match (TIX)	70,000		150,000			-		
	Projects Local Match (COI)	75,000		27,700			-		
	Contingency		91,755		96,289		4,534		4.9%
	Contingency		91,755				-		
	TOTAL OPERATING EXPENSES/CAPITAL OUTLAY		\$1,397,277		\$1,410,613		37,236		2.7%
	GRAND TOTAL		\$2,469,023		\$2,503,593		34,570		1.4%



TIX → **SPACE COAST REGIONAL AIRPORT**
COI → **MERRITT ISLAND AIRPORT**
X2I → **ARTHUR DUNN AIRPARK**

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Justin Hopman, ACE
Interim Airport Director

DATE: JULY 15, 2021

ITEM DESCRIPTION – NEW BUSINESS ITEM A

Discussion and Approval of the Proposals Submitted For the Appraisal of Property to Set Fair Market Value

BACKGROUND

The Titusville-Cocoa Airport Authority advertised requests for proposals to conduct an appraisal of all Authority owned property. There were two proposals submitted. The lowest bid was Slack, Johnston, & Magenheimer.

ISSUES

None.

ALTERNATIVES

The Board can choose to offer another alternative.

FISCAL IMPACT

The proposal is \$33,570.

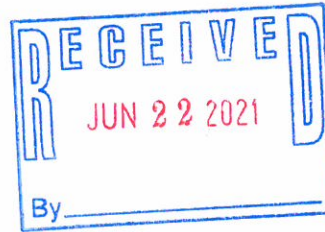
RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Agree upon and approve an agreement with Slack, Johnston, & Magenheimer (2) authorize an Authority Officer or the Interim Airport Director to execute the necessary documentation upon satisfactory review by legal counsel.

**SLACK
JOHNSTON
MAGENHEIMER**
REAL ESTATE APPRAISERS & CONSULTANTS

ANDREW H. MAGENHEIMER, MAI
CERT. GEN. RZ1073

THEODORE W. SLACK, MAI
(1902-1992)
THEODORE C. SLACK, MAI
(1931-2015)
SUE BARRETT SLACK, MAI
(RETIRED)



June 21, 2021

Justin Hopman
Interim Director
Titusville-Cocoa Airport Authority
355 Golden Knights Boulevard
Titusville, Florida 32780

RE: Appraisal Service Request – Various Properties at the Arthur Dunn Air Park (X21), Merritt Island Airport (COI) and Space Coast Regional Airport (TIX), Brevard County, Florida

Dear Mr. Hopman:

We are in receipt of your request for an appraisal of the fair market rent value for various properties at Arthur Dunn Airpark (X21), Merritt Island Airport (COI) and Space Coast Regional Airport (TIX) based on the attached property list. It is our understanding the intended use of the appraisal is to assist the Titusville-Cocoa Airport Authority (TICO) in establishing rental rates for the various facilities and the client and intended user of appraisals is TICO.

Slack, Johnston & Magenheimer, Inc. (SJM) has been involved in real estate appraising and consulting for over 60 years in Florida. Our firm provides a wide range of valuation services concerning all forms of commercial, industrial and residential real estate, as well as aviation and related uses. We have an on-going consulting contract with the Miami-Dade County Aviation Department related to estimating fair annual rental rates at their three general aviation airports. Overall, we have completed valuation assignments at over 50 airports. Please refer to the attached airport list and airport references. Based on our experience, we feel very qualified to assist TICO with their valuation needs.

The appraisal will estimate the fair market rental for the aeronautical land, pavement and buildings at the airports based on the attached property list based on a comparison with other rental rates for similar aeronautical properties within the competitive market area (general aviation airports in Florida). The approach is consistent with the definition of "market rent" as the rent paid and asked for similar properties as of the date of valuation. Our analysis will be prepared in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP). The analysis will be completed subject to the attached standard assumptions and limiting conditions. If, in the process of preparation of the analysis, additional assumptions and limiting conditions are required, we will notify you accordingly.

Mr. Justin Hopman
June 21, 2021
Page Two

Our analysis will be prepared in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP). The analysis will be completed subject to the attached standard assumptions and limiting conditions. If, in the process of preparation of the analysis, additional assumptions and limiting conditions are required, we will notify you accordingly.

We are available to prepare an appraisal, limited in scope as described above for a fee of \$33,570. The above fee estimate includes time for meetings during the preparation of the assignment, five original copies and one .pdf copy of the report. The report can be furnished within 45 days of issuance of the notice to proceed. To provide the best appraisal, we will require property information referenced on the list attached hereto. In order to start the process, we require a work order/notice to proceed and the required property information. Delays in receipt of the required property information could delay completion of the report. The fee will be due upon completion and delivery of the report.

In addition to the fee, if attendance at TICO meetings is required after completion of the report, we would reserve the right to invoice for meeting time at an hourly rate of \$225 and travel time would be reimbursed in accordance with TICO policy and Standards Procedure related to travel expenses. In addition, if TICO should become involved in litigation in which this appraisal is in issue, and we are required to spend time in hearings, depositions, trial, traveling, etc., TICO shall be responsible for our time involved in those proceedings based on an hourly rate of \$225 per hour. This contingency rarely occurs, and we trust that it will not with reference to this assignment. It is agreed that TICO will comply with the Florida Prompt Payment Act, section 218.70 - Florida Statutes et.seq.

If the above stated terms are acceptable, please issue a work order. Thank you for considering Slack, Johnston & Magenheimer for your appraisal and consulting needs in Florida. We appreciate the opportunity to be of service and look forward to working with you.

Sincerely,

SLACK, JOHNSTON & MAGENHEIMER, INC.


Andrew H. Magenheimer, MAI
CERT. GEN. RZ1073

The terms and conditions of the above proposal are agreeable to the undersigned.

Titusville-Cocoa Airport Authority

By: _____
Date: _____
Its: _____

**SLACK
JOHNSTON
MAGENHEIMER**

Required Property Information

1. Copy of rent roll for the facilities
2. Copy of all leases
3. Surveys of the developable parcels
4. Floorplans of the terminal office space
5. Site map identifying the tie downs
6. Building plans for all buildings
7. Copy of the airport master plan
8. Copy of airport layout plan
9. Copy of the rent roll for TIX, COI and X21
10. Last five year airport operations count for local, itinerant and total operations for TIX, COI and X21
11. Last five year fuel flowage for TIX, COI and X21
12. Last five year based aircraft count for TIX, COI and X21
13. Identification of the airport land use and zoning designation
14. Copy of the airport minimum standards
15. Property map identifying building numbers, number of units (if applicable), square footage for each building, square footage of each unit (if applicable), building age and comment referring to any recent renovations for each building
16. Identification of the Brevard County Property Appraiser's parcel number(s) for all facilities

Airport Experience**Commercial Service Airports**

Miami International (MIA)
Ft. Lauderdale-Hollywood International (FLL)
Palm Beach International (PBI)
Orlando International (MCO)
Orlando Sanford International Airport (SFB)
Tampa International (TPA)
Jacksonville International (JAX)
Sarasota-Bradenton International (SRQ)
Punta Gorda (PGD)
Tallahassee International (TLH)
Pensacola International (PNS)
Memphis International (MEM)
Key West International (EYW)
Aspen-Pitkin County (ASE)

General Aviation Airports

Miami Executive (TMB)
Miami Opa Locka Executive (OPF)
Miami Homestead General Aviation (X51)
Dade-Collier Training and Transition (TNT)
Opa Locka West (formerly X46)
North Perry (HWO)
Ft. Lauderdale Executive (FXE)
Pompano Beach Airpark (PMP)
Boca Raton (BCT)
Lantana (LNA)
Pahokee (PHK)
Palm Beach North County (F45)
Witham Field (SUA)
Merritt Island (COI)
Space Coast Regional (TIX)
Arthur Dunn (X21)
Ormond Beach Municipal (OMN)
Northeast Florida Regional (SGJ)
Fernandina Beach Municipal (FHB)

General Aviation Airports

Jacksonville Executive (CRG)
Herlong Recreational (HEG)
Cecil (VQQ)
Lake City (LCQ)
Ocala International (OCF)
Inverness (INV)
Crystal River (CGC)
Orlando Executive (ORL)
Brooksville/Tampa Bay Regional (BKV)
Clearwater Airpark (CLW)
Zephyrhills (ZPH)
Tampa Executive (VDB)
Plant City (PCM)
Peter O. Knight (TPF)
Sebring (SEB)
Venice Municipal (VNC)
Florida Keys Marathon (MTH)
Naples (APF)
Leesburg (LEE)
Bob Sikes (CEW)
Destin Executive (DTS)
Peter Prince (2R4)

TICO APPRAISAL SCOPE - SJM

Arthur Dunn Airpark

	Bldg #	Hangars
X21	T-1	11 units
X21	T-2	12 units
X21	T-3	12 units
X21	T-7	11 units
X21	T-8	9 units
X21	T-9	8 units

	Bldg #	Commercial Buildings
X21	9	480 N. Williams Ave.
X21	10	480 N. Williams Ave.
X21	11	480 N. Williams Ave.
X21	12	476 N. Williams Ave.

Space Coast Regional Airport

	Bldg #	Hangars
TIX	T-2	12 units
TIX	T-3	12 units
TIX	T-4	12 units
TIX	T-5	12 units
TIX	T-7	13 units
TIX	T-8	12 units
TIX	T-9	12 units
TIX	T-11	12 units

	Bldg #	Commercial Buildings
TIX	1	1 Bristow Wy.
TIX	9	7017 Challenger Ave.
TIX	25	7003 Challenger Ave.
TIX	29	380 Golden Knights Blvd.
TIX	40	Challenger Ave.
TIX	41	Challenger Ave.
TIX	43	7065 Challenger Ave.
TIX	51	7030 Center Ln.
TIX	52	7001 Challenger Ave.
TIX	61	6995 Tico Rd.

Merritt Island Airport

	Bldg #	Hangars
COI	T-1	8 units
COI	T-2	12 units
COI	T-3	12 units
COI	T-4	14 units
COI	T-5	12 units
COI	T-6	12 units
COI	T-7	17 units
COI	T-8	12 units
COI	T-9	15 units
COI	T-10	9 units
COI	T-11	12 units
COI	T-12	16 units
COI	T-14	6 units
COI	T-15	8 units
COI	PaP	7 units

	Bldg#	Commercial Buildings
COI	2	473 Manor Dr.
COI	3	475 Manor Dr.
COI	4	475 Manor Dr.
COI	5	475 Manor Dr.
COI	25	900 Airport Rd.

ASSUMPTIONS AND LIMITING CONDITIONS

The assignment is subject to the following assumptions and limiting conditions:

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. No legal opinion related to a title search was provided and all existing liens and encumbrances, including deed restrictions and developers agreements, have not been investigated unless otherwise stated. The property is appraised as though free and clear.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others has been gathered from sources deemed to be reliable, however, no warranty is given for its accuracy.
5. All engineering and surveying is assumed to be correct. Any sketches, plats, or drawings included in this report are included to assist the reader in visualizing the property. We have made no survey of the property, and assume no responsibility in connection with such matters.
6. It is assumed that there are no hidden or inapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for unusual soil conditions and no opinion as to these matters is to be inferred or construed from the attached report other than those specifically stated in the report. Unless stated otherwise, the soil conditions of the subject property are assumed to be adequate to support development utilizing conventional construction techniques. We recommend the client obtain an opinion from a competent engineering firm.
7. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the appraisal report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconformity has been stated, defined, and considered in the appraisal report.
9. It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
11. Any proposed or partially completed improvements included in this report are assumed to be completed in accordance with approved plans and specifications and in a workmanlike manner.
12. Our estimates of future values were formulated based upon market conditions as of the date of appraisal, considerate of future projections concerning supply and demand. The appraiser has no responsibility for significant events that alter market conditions subsequent to the effective date or dates of appraisal.
13. This study is to be used in whole and not in part. No part of it shall be used in conjunction with any other appraisal. Publication of this report or any portion thereof without the written consent of the appraiser is not permitted.
14. The appraiser, by reason of this report, is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.
15. Except as required by court order of applicable law, neither all, nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected), shall be disseminated to the public through advertising, public relations, news, sales, or other media.
16. Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of, nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test such substances or conditions. If the presence of such substances, such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions, may affect the value of the property, the value estimated is predicated on the assumption that there is no such condition on or in the property or in such proximity thereto that it would cause a loss in value. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them. It is recommended that the client retain an expert in this field, if needed.
17. Disclosure of the contents of this report by the appraiser is controlled by the Appraisal Institute of which one or more signatures of this report is an MAI member and by the Florida Department of Professional Regulation, Division of Appraisal State Certification. The analysis and value conclusions, as well as non-public information about the subject property, are confidential matters and cannot be divulged to any persons other than the party for whom the report is prepared. Exceptions to this confidentiality provision are requests by committees of the Appraisal Institute or the Florida Department of Professional Regulations for peer review, and subpoenas by any court having jurisdiction to request production of the report.
18. Notwithstanding anything stated previously, the appraiser understands the client is subject to Florida Statute Chapter 119.
19. Acceptance or use of this report constitutes acceptance of the preceding conditions.

Tuttle-Armfield-Wagner Appraisals & Research, Inc.

111 W. New Haven Avenue, Melbourne, FL 32901

Matthew W. Jehs, MAI, Cert Gen RZ2806

Email: taw@t-a-w.com

Phone: (321) 723-7010

Gary DiGiacomo Cert Gen RZ1630

Email: tawres@t-a-w.com

Fax: (321) 723-4375

June 22, 2021

Ms. Kimberly J. Paschke
Administrative Manager
Titusville-Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, FL 32780

Re: Request for Proposals for Property Appraisals of Arthur Dunn Airpark, Space Coast Regional Airport and Merritt Island Airport for the Titusville-Cocoa Airport Authority

At your request, we have prepared the following proposal to provide services for Titusville-Cocoa Airport Authority. We are a full-service real estate appraisal firm offering commercial and residential appraisal and consulting services to the Central Florida area since 1984.

Thank you for the opportunity to provide a fee quote for the above referenced assignment. The purpose of the reports will be to estimate the current Fair Market Rent. The reports will be prepared in conformance to the Uniform Standards of Professional Appraisal Practice.

The fee for preparing the reports will be \$50,000. It will take approximately 90 calendar days from the notice to proceed to complete the assignment.

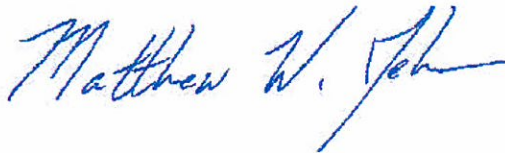
Ownership of the company is under Matthew W. Jehs, MAI who has been an appraiser for 20 years, 16 of those spent in the Central Florida market. He is a designated member of the Appraisal Institute and a past President of the East Florida Chapter. He has qualified and testified as an expert witness several times for a variety of real property cases. Our firm has 15 full time employees and subcontractor staff available, which allows us to be efficient in our communication responses and delivery times.

Our experience includes appraisals for nearly all types of properties that are within our market area for the estimation of market value. We have also appraised permanent and temporary easements, R-O-W, mineral rights, partial interests and conservation easements. We specialize in Aviation ground leasing and have done work for several airport facilities. Our current client list includes Brevard County, Canaveral Port Authority, Kennedy Space Center, Melbourne International Airport, SJRWMD, Florida Department of Environmental Protection, several Municipalities and most financial institutions in our market as well as attorneys and investment firms. We have performed over 30 appraisals for the Orlando Melbourne International Airport in the last 3 years as well as several projects at Merritt Island Airport and Space Coast Regional Airport Titusville, FL. In the last 12 months, we have completed 8 appraisals on aviation land.

Our work quality is insured by constantly striving to provide a well-supported and documented analysis product. By maintaining our widespread list of contacts with market participants, developers, general contractors, and brokers and combining it with our subscription to nearly all local data provider sources (CoStar, MLS, Loopnet, TotalCommercial, CompStak, CREXi and public records) it leads to appraisals that are extensive in their support. I personally inspect all properties and have a direct supervision policy related to the completion of each assignment. Appraisals are reviewed at least twice before production to ensure quality and minimize potential for error/omission.

We take great pride in our history of quality appraisal service to Central Florida and its business members. Much of our work is derived from referrals which can only come from satisfied clients who appreciate our work product.

Thank you for considering this proposal. I am available if a presentation/interview is requested. If any additional information is required, please contact me at taw@t-a-w.com or 321-723-7010 x 225.

A handwritten signature in blue ink that reads "Matthew W. Jehs". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

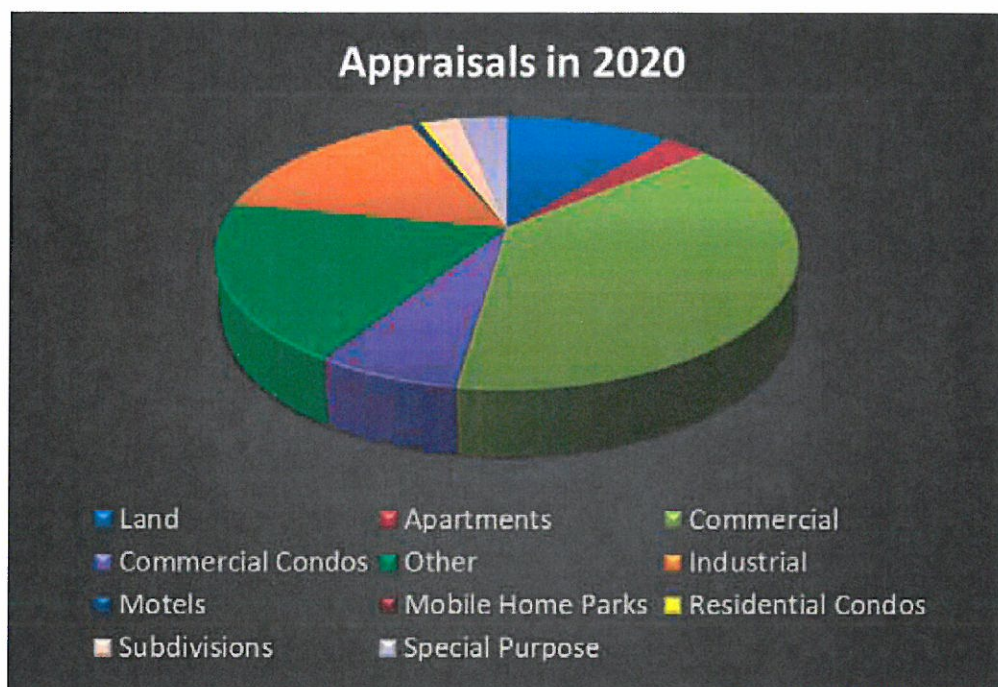
Matthew W. Jehs, MAI
Managing Director

Additional Firm Information

Each year we complete between 200-300 commercial and over 500 residential appraisals, maintaining a current work log of all existing work that has been engaged. We maintain a log kept by Matthew Jehs, MAI and the commercial coordinator, Dina Taylor, for all existing work. Each assignment has a physical and electronic work folder, for redundancy. Each appraisal and its due date, is assigned to the staff appraiser upon engagement or myself. Several of our clients require notification of property contact between 24-72 hours of engagement and personal contact with property representatives and we are compliant with all of their various requirements.

For this proposed contract, Matthew W. Jehs, MAI would be the lead for commercial appraisal work and Gary DiGiacomo for residential single-family assignments. However, we note that we have available to the firm 5 other commercial subcontractors and 3 residential subcontractors for support on projects which allow us to address other client's needs during any City of Cocoa engagement. This is a competitive advantage to smaller appraisal firms, which may be overloaded via several engagements and subject to potential lateness on deadlines.

We completed just over 300 commercial appraisals in 2020 and the chart below demonstrates what percentage of our business is done in each property type. Clearly the most demand is for general commercial which includes all retail, office, and service-related properties. The references section details our clients, many of whom have exacting standards for appraisal services and due dates, specifically review appraisers at several lending institutions. We have an excellent record of service and many clients use us exclusively because they can rely on credible, professional and timely reports.



Redundancy: We are also aware that accidents happen and people get sick. However, we have sought to eliminate as much potential risk as possible to our delivery schedule. Each appraiser has a work station on which daily work is saved. Each workstation is connected to a central server, where daily work is saved. Each workstation has a cloud back up, for daily work to be saved. The server is backed up several times each week via cloud and hard storage. Each of the 3 administrative staff employed by TAW are capable of production of reports, addenda, and invoicing, so reports can be delivered on time.

Orlando Melbourne International Airport has engaged us to work on several Aviation and Non Aviation land valuations. These projects typically have compressed time frames, are highly confidential, and are extensively scrutinized by deal participants and the FAA. We attend several conferences throughout the year, and are current on all FAA memorandums. We complete approximately 10-15 assignments per year for this client.

We are an approved vendor of appraisal work for Florida Department of Environmental Protection. We complete 1-5 assignments per year in the last 3 years for acquisitions, conservation easements, and other assignments. These are primarily vacant land parcels, and many have complexities including jurisdictional wetlands, protected species, navigable waterfrontage. These assignments typically include alternate appraisers and dedicated review appraisers. We received significant positive feedback, and DEP has increased the amount of work orders to our firm because of reliability and timeliness.

We are an approved vendor of appraisal work for Brevard County School Board. We have complete 1-5 assignments per year in the last 3 years for potential sale of excess inventory. These include several vacant land parcels, surplus improved school facilities, and government office buildings. These can have political sensitivities; however, our office has maintained a consistent, impartial, work product that allows for the best guidance for official decision making.

Lastly, we are an approved appraiser vendor for Canaveral Port Authority. Historically, this client has been very active with several assignments per year, however, over the last 2 years, their need for appraisal services has declined with the impact of covid-19.

While we do not have current engaged contracts, we are also a provider of appraisal services for City of Melbourne, City of Palm Bay, City of Rockledge, and City of Cocoa Beach. Specific projects of note include Indian River Lagoon waterfront projects for a municipal beautification project, submerged land appraisals, and redevelopment appraisal projects.

We also do a significant amount of work for subdivision developers, specifically The Viera Company, Evans Butler / Forte McCauley, and D.R. Horton, all within the last 12 months.

References

Mark Busalacchi
Director of Business Development
Melbourne International Airport
One Air Terminal Parkway, Suite 220
Melbourne, FL 32901 USA
321.723.6227 EXT. 132
mbusalacchi@mlbair.com | MLBair.com

Our firm has completed several appraisals for Orlando-Melbourne International Airport over both vacant land and improved parcels. These appraisals have consisted of sites with a wide variety of factors: different land classifications/zoning considerations, appraisals outside the aviation fence line to estimate market value and inside the aviation fence line which require specific FAA requirements and analysis, and appraisals for specific user development. We have appraised several projects in which the client was the airport and individual corporations or developers hired their own appraisal firm on the same parcel, thus leading to negotiation and defense of conclusions. In each scenario, the airport authority expressed confidence in the report and analysis we provided and successful resolution. Projects of note we appraised: Northrop Grumman's expansion (Project Magellan), Harris Corp. Hangars, land for Embraer Air manufacturing, and Keiser University expansion. Several other projects are complete but still highly confidential. This work has led to additional work at other Florida Airports and we continue to expand this business line.

Selected Projects Completed for Melbourne Orlando Airport in Last 3 Years

Post Office Building – 680 Apollo Blvd
Office Building 1250 W. NASA Blvd – Northrup Grumman Fair Market Rent Analysis
Dock High Distribution Warehouse Facility – 100 Aerospace Drive
Office Engineering Building – 1100 Woody Burke Road
15 Acres of Non-Aviation Land – Apollo Blvd
12 acres of Non-Aviation land for Proposed Hotel
10 Acres Aviation land St. Michaels Place for Embraer
10 Acres Aviation Land for Sheltair Expansion
45 Acres Non Aviation Vacant Land for Commercial Park
7.3 Acres Aviation Land for FIT expansion
Several 1-5 acre Aviation Parcels for Corporate Hangars
6.82 Acres Aviation Land for Proposed T-Hangars
Airplane Condominium Hangar for Corporate User

Space Coast Regional Airport: Office/Manufacturing Facility 7035 Center Lane
7065 Challenger Avenue - Titusville

Proposed Hangar Building Merritt Island Airport

Shuttle Landing Facility – KSC

Scott Shepard, CCIM
Director - Real Estate
Canaveral Port Authority
445 Challenger Road Cape Canaveral, FL 32920
Tel: (321) 394-3261 | Mob: (901) 268-0102
sshepard@portcanaveral.com | www.portcanaveral.com

In July 2016 Canaveral Port Authority commissioned our firm to work on the appraisal of nearly all land classifications at the Port and their corresponding market value. This assignment, after careful review and evaluation of proposals by CPA, was assigned to only 2 firms. Our report determined the market value, land lease rates, and corresponding rates of return for the land classifications at the Port in their commercial, industrial, marina, and cargo land holdings. A number of different factors needed to be considered in this analysis, including each site's physical features, land uses, size, and H&BU factors. The research required both an extensive look at east central Florida market trends but also interviews and analysis at competing Port facilities, as potential users of the subject sites are influenced by both marketplaces. This project was completed by Matthew W. Jehs. We had ongoing communication with Mr. Shepard, and delivered our report on time and on-budget. We note that in addition to this project, we complete several individual appraisals each year for this client, predominately of improved parcels on underlying lease land (Leasehold valuations).

Steve Remke
National Lead Appraiser
Real Property Utilization and Disposal Division (4PZ)
GSA
77 Forsyth Street SW
Atlanta, GA 30303
404.215.8762 (Office) | 404.218.8023 (Cell)
stephen.remke@gsa.gov

Between 2015-2019 KSC has commissioned our firm to work on the appraisal of various phases of Exploration Park, approximately 400 total acres of vacant land in several phases and several reports on both sides of Space Commerce Way. This assignment, after careful review and evaluation of proposals by KSC & GSA, was assigned to only our firm. Our report determined the market value and land lease rates for the land. This land eventually was leased to Blue Origin for their rocket manufacturing, Northrup Grumman, Boeing, and Space X for their ongoing space related activities.

We note that this client would likely act very similar to City of Cocoa in their bidding, appraisal selection, and reviewing process.

In addition to this project, KSC / GSA over the last 5 years selected us to appraise a number of different land sites, and improved parcels for a variety of H&BUs. These include, but are not limited to, Cell Tower Sites, the Shuttle Landing Facility and its associated improvements, and decommissioned buildings needing conversion to alternative uses.

**PROFESSIONAL QUALIFICATIONS
OF
MATTHEW W. JEHS**

EXPERIENCE:

Current Managing Director for Tuttle-Armfield-Wagner Appraisal & Research, Inc., Mr. Jehs has 20 years of appraisal experience, receiving his MAI in 2008. He has performed property valuations for a broad array of retail, industrial, and office properties including shopping centers, office/warehouses, bulk distribution warehouses, heavy manufacturing, both low-rise and high-rise professional offices and medical office buildings. Valuations have also included surgical centers, limited-service hospitality properties, condominium developments and conversions, residential subdivisions, and vacant land. Specialized real estate assignments include right-of-way projects, Cape Canaveral Port Facilities, Kennedy Space Center assets, and Melbourne Airport Aviation land, and jurisdictional wetlands. Clients served include accountants, investment firms, law firms, lenders, private corporations, local municipalities, and public agencies, including Veterans Affairs, Florida DEP Approved Appraiser, and SJRWMD. Valuations have been utilized for mortgage loan purposes, equity participation, due diligence support, condemnation proceedings and insurance purposes. Assignments have included the valuation of existing and proposed properties, as well as market studies, highest and best use studies, and property value impact studies.

EDUCATION:

Bachelor of Arts Degree, Benedictine University, 2000

Appraisal Course Work Completed:

Appraisal Institute

110-Appraisal Principles
120-Appraisal Procedures
210-Residential Case Study
310-Basic Income Capitalization
410-Uniform Standards of Professional Practice – Part A
420-Uniform Standards of Professional Practice – Part B
510-Advanced Income Capitalization
520-Highest and Best Use and Market Analysis
530-Advanced Sales Comparison and Cost Approach
540-Report Writing and Valuation Analysis
550-Advanced Applications
Continuing Education in USPAP, ARGUS, STDB.com

LICENSES:

State Certified General Real Estate Appraiser #FL-RZ2806

PROFESSIONAL

Member of the Appraisal Institute (MAI) #432527

ORGANIZATIONS:

Executive Board Member Florida East Coast Chapter Appraisal Institute

I have been qualified as an expert witness in Brevard County circuit court. I have testified in court cases involving commercial Real Estate litigation.



Ron DeSantis, Governor

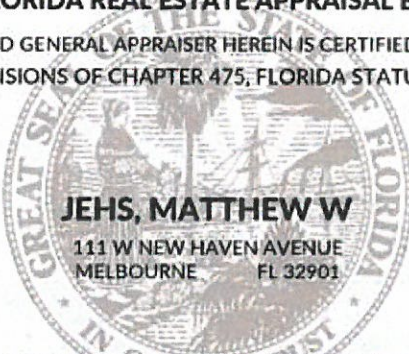
Halsey Beshears, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

FLORIDA REAL ESTATE APPRAISAL BD

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES



JEHS, MATTHEW W

111 W NEW HAVEN AVENUE
MELBOURNE FL 32901

LICENSE NUMBER: RZ2806

EXPIRATION DATE: NOVEMBER 30, 2022

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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TIX → **SPACE COAST REGIONAL AIRPORT**

COI → **MERRITT ISLAND AIRPORT**

X2I → **ARTHUR DUNN AIRPARK**

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

MEMORANDUM

TO: Members of the Airport Authority

FROM: Justin Hopman, ACE
Interim Executive Director

DATE: JULY 15, 2021

ITEM DESCRIPTION – NEW BUSINESS ITEM B

Discussion and Approval of a Vehicle for the Director of Airports

BACKGROUND

The previous administration's Director's vehicle was converted to the Fire Chief's vehicle as his was in poor condition and due for replacement. This left the new Director without a vehicle.

ISSUES

Currently, vehicles are difficult to acquire. Ordering off of the 'State Bid' would delay the arrival of a vehicle until April or May of 2022. Renting a vehicle is ~\$1500 a month. The Authority was able to source a new, 2021 Chevrolet Suburban LS under a fleet bid available for delivery immediately. Two additional quotes from other dealers are also provided. The 'fleet bid' price is roughly \$2500 more than the 'State Bid'.

ALTERNATIVES

The Board could approve or disapprove of the purchase of a 2021 Chevrolet Suburban for the Director of Airports.

FISCAL IMPACT

The fiscal impact is \$45,707.00

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the purchase of one 2021 Chevrolet Suburban, and (2) authorize an Authority Officer or the Interim Airport Director to execute the necessary documentation upon satisfactory review by legal counsel.

MAGICPETERFLEET@GMAIL.COM



CARL BLACK ORLANDO
FLEET & COMMERCIAL DIVISION



11500 EAST COLONIAL DRIVE ORLANDO, FL 32817 - 407-540-9286 - CARLBLACKORLANDO.COM

CUSTOMER PROPOSAL

Fleet Consultant: Dan Riservato Date: 7/8/2021
Contact Info: 239-470-7665 Deal #:

Company: Titusville Airport Auth Stock #: 4111130
Name: Justin Year: 2021
Address: Make: Chevrolet
Email: Model: Suburban LS
Phone:

Sales Price	\$54,820.00
Options	\$0.00
Options	\$0.00
Options	\$0.00
(Less Trade)	\$0.00
New Price	\$54,820.00
Doc Fee	\$699.00
Tire & Battery Fees	\$6.50
Lemon Law	\$2.00
Subtotal	\$55,527.50
Tax 6%	\$0.00
County Tax	\$50.00
FL Doc Stamps (if financing)	\$200.00
Electronic Filing	\$79.00
Tag Fee (450 new/ 275 transfer)	\$450.00
(Less Rebate)	\$0.00
(Less Downpayment)	\$0.00
Trade Bal	\$0.00
Total Price	\$56,306.50



WE DELIVER

FULL LINE TRUCK DEALER

Authorized Customer Signature Date Management Signature Date

FREQUENTLY PURCHASED PRODUCTS AND MAY BE ADDED

		CHECK
5 year / 100,000 Mile Commercial Protection Plan	WOULD YOU LIKE MORE INFORMATION?	___ YES
Guaranteed Asset Protection (GAP)	WOULD YOU LIKE MORE INFORMATION?	___ YES

Love Chevrolet

Date: 7/8/2021

Salesperson: Dennis Francis

Manager: Brenden Prue

FOR INTERNAL USE ONLY

CUSTOMER Justin Hopman

Home Phone: _____

Address: MELBOURNE, FL 32919
BREVARD CO

Work Phone: _____

E-Mail: jhopman@flairport.com

Cell Phone: (321) 276-8454

VEHICLE

Stock #: CT21274

New / Used: New

VIN: 1GN5CBKD3MR383856

Mileage: 3

Vehicle: 2021 Chevrolet Suburban

Color: Graywood Metall

Type: LS 4x2

CC10906

Market Value Selling Price	57,745.00
Taxable Fees (Estimated)	449.50
Doc Fee	899.00
Non Tax Fees	389.00
Cash Deposit	.00
Balance	59,482.50

Customer Approval: _____

Management Approval: _____

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Justin Hopman, ACE
Interim Executive Director

DATE: JULY 15, 2021

ITEM DESCRIPTION – NEW BUSINESS ITEM C

Discussion and Approval of a Ground Lease at Space Coast Regional Airport for Dick Holdings, LLC

BACKGROUND

Mr. Evan Dick of Dick Holdings, LLC has requested to lease a parcel of land at Space Coast Regional Airport to build a corporate hangar. The lease would consist of 17,650 sq ft of land, located along Tico Rd south of T-Hangar Building T-11. See attached drawing.

ISSUES

None Observed

ALTERNATIVES

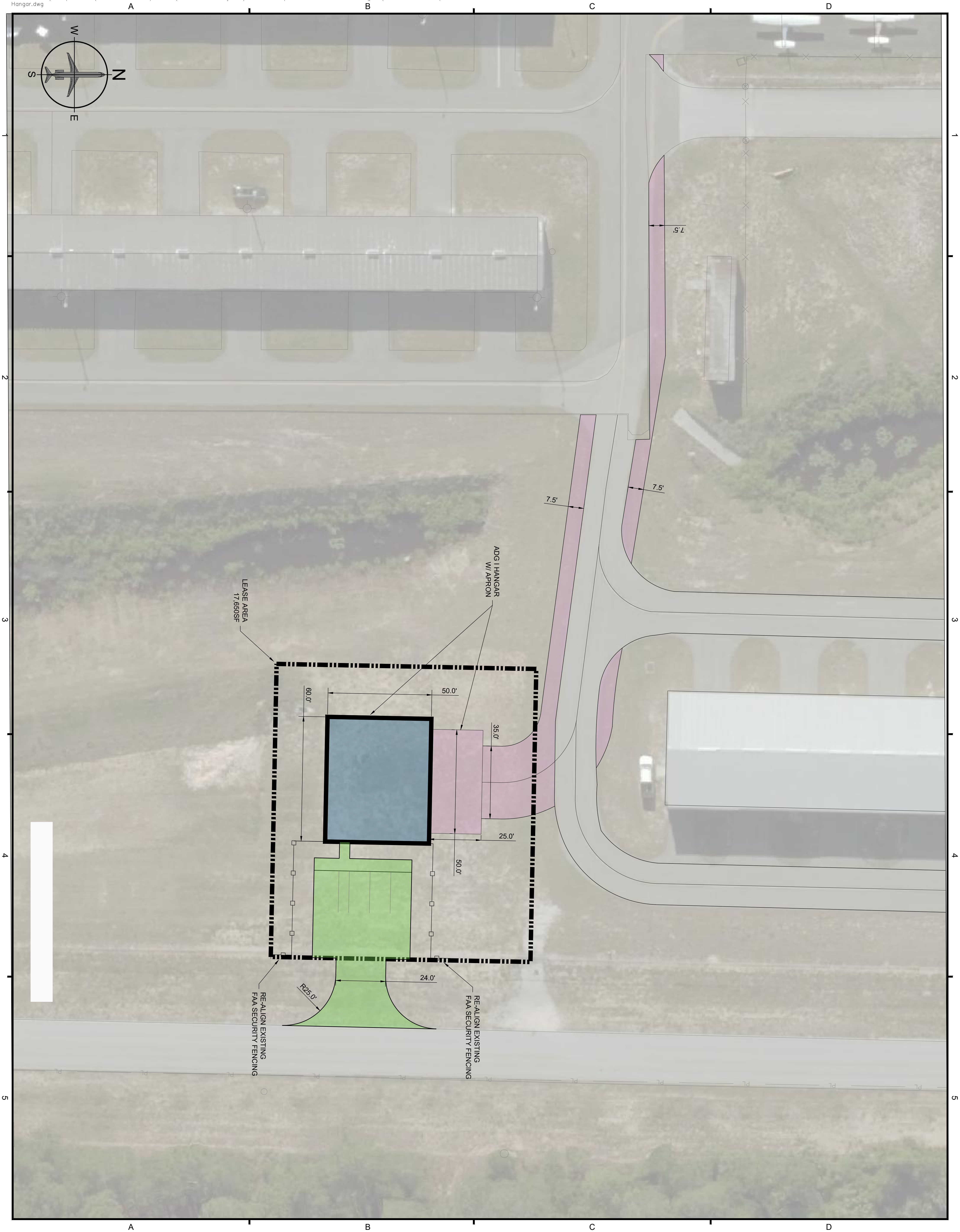
The Airport Authority Board of Directors could approve or disapprove of the ground lease amendment.

FISCAL IMPACT

The fiscal impact is \$4,942.00 annually, or \$411.83 a month.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approved the ground lease amendment, and (3) authorize an Authority Officer or the Executive Director to execute the necessary documentation upon satisfactory review by legal counsel.



SPACE COAST
REGIONAL AIRPORT

Michael Baker
INTERNATIONAL

Michael Baker International
515 N. FLAHER DRIVE
SUITE 303, WEST PALM BEACH, FLORIDA 33401
(561) 812-5400
CORPORATE LICENSE NUMBER 28861

Engineer of Record:

Additional Notes / Comments:

REVISIONS

No.	Description	Date	By

Designed by:	Technician	Checked by:	
--------------	------------	-------------	--

SKETCH:
50' X 60' HANGAR

Drawing Name:

Baker Project Number:	Date:
TBD	2021
FAA AIP No:	Drawing Number:
N/A	
FOOTPRINT No:	
TDB	

Titusville-Cocoa Airport Authority
Check Register
For the Period From Jun 1, 2021 to Jun 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
39133	6/2/21	A-1- Locksmith	101000	11.25
39134	6/2/21	ACF Standby System	101000	1,897.00
39135	6/2/21	Allen Enterprises, Inc	101000	2,305.60
39136	6/2/21	A T & T	101000	42.80
39137	6/2/21	AT&T Mobility	101000	350.24
39138	6/2/21	A T & T	101000	372.08
39139	6/2/21	Board Of Co. Commi	101000	8,936.00
39139V	6/2/21	Board Of Co. Commi	101000	-8,936.00
39140	6/2/21	Board Of Co. Commi	101000	8,936.80
39141	6/4/21	CHLIC	101000	875.51
39142	6/4/21	City Of Cocoa	101000	58.26
39143	6/4/21	City Electric Supply C	101000	234.09
39144	6/4/21	City Of Titusville	101000	767.65
39145	6/4/21	Carr, Riggs & Ingram	101000	5,700.00
39146	6/4/21	Davis Vision, Inc.	101000	55.60
39147	6/4/21	Dish	101000	120.12
39148	6/4/21	Faster Than Sound, I	101000	510.00
39149	6/4/21	Florida Power & Light	101000	922.39
39150	6/4/21	Florida Alarm Compa	101000	18.00
39151	6/4/21	Vantagepoint Transfe	101000	1,081.20
39152	6/4/21	Keepem Runnin, LLC	101000	463.77
39153	6/4/21	Lowes	101000	1,447.54
39154	6/4/21	Marie's Coffee Servic	101000	73.25
39155	6/4/21	Nix Pest Managemen	101000	256.00
39156	6/4/21	O'Reilly Auto Parts, I	101000	120.90
39157	6/4/21	Pro Chem, Inc.	101000	303.80
39158	6/4/21	Standard Insurance	101000	400.34
39159	6/4/21	STANLEY STEEMER	101000	2,163.00
39160	6/4/21	T's Handyman Servic	101000	1,293.46
39161	6/4/21	Tilford Air & Heat, Inc	101000	13,680.00
39162	6/4/21	Waste Management	101000	803.64
39163	6/4/21	CATHERINE JACOB	101000	200.00
39164	6/4/21	GUY FOREMAN	101000	210.00
39165	6/4/21	JACK CHANDLER	101000	436.29

Titusville-Cocoa Airport Authority
Check Register
For the Period From Jun 1, 2021 to Jun 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
39166	6/4/21	SEASHORE SOLUTI	101000	2,220.45
39167	6/16/21	SYNCB/AMAZON	101000	268.61
39168	6/16/21	Alligator Plumbing	101000	70.22
39169	6/18/21	A T & T	101000	115.43
39170	6/18/21	Brevard County Utility	101000	100.00
39171	6/18/21	Brevard Uniform Co.	101000	110.38
39172	6/18/21	City Of Cocoa	101000	323.75
39173	6/18/21	Florida Coast Equipm	101000	286.62
39174	6/18/21	Florida Power & Light	101000	4,520.43
39175	6/18/21	Garage Door Revoluti	101000	3,825.00
39176	6/18/21	Goodyear	101000	53.18
39177	6/18/21	Home Depot Credit S	101000	1,279.35
39178	6/18/21	VOID	101000	
39179	6/18/21	Vantagepoint Transfe	101000	1,081.20
39180	6/18/21	Konica Minolta Busin	101000	218.28
39181	6/18/21	Lacey's Lock Service	101000	33.00
39182	6/18/21	Michael Baker Intern	101000	52,094.08
39183	6/18/21	Michael Baker Intern	101000	3,803.90
39184	6/18/21	Michael Baker Intern	101000	19,900.90
39185	6/18/21	Michael Baker Intern	101000	8,220.00
39186	6/18/21	Nautilus Earth Manag	101000	54,869.33
39187	6/18/21	Parks CDJR Space C	101000	76.29
39188	6/18/21	Preferred Governmen	101000	3,108.25
39189	6/18/21	Staples	101000	287.90
39190	6/18/21	T's Handyman Servic	101000	7,750.30
39191	6/18/21	Watkins Fuel Oil	101000	2,988.31
39192	6/18/21	WhiteBird Attorneys	101000	4,159.50
39193	6/18/21	Seashore Solutions,	101000	2,021.70
39194	6/18/21	Scott Wall	101000	54.00
39195	6/18/21	Jonathon Swindal	101000	95.80
Total				<u>220,046.7</u>