

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 21, 2020 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 via video conference: Mr. Jerry Sansom, Chairman; Mr. John Craig, Vice Chairman; Mr. Harry Carswell, Treasurer; Mr. Al Elebash, Secretary; Mr. Roger Molitor; Mr. Al Voss; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Donn Mount was absent.

**Call to Order**

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

**Approval of the Agenda**

Mr. Sansom asked if there were any proposed changes to the Agenda. Mr. Powell stated that three resolutions were added to the Consent Agenda at the last minute. Mr. Sansom called for a motion to approve the Agenda as amended. Mr. Carswell made a motion to approve the Agenda. Mr. Voss seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Appearances – None****Presentations – None****Consent Agenda****Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

1. April 16, 2020 – Regular Meeting

**Item B – Resolution Approving an FAA CARES Act Grant for Arthur Dunn Airpark****Item C - Resolution Approving an FAA CARES Act Grant for Space Coast Regional Airport****Item D - Resolution Approving an FAA CARES Act Grant for Merritt Island Airport****Item E – Resolution Approving an FDOT Grant for Design and Construction of a Corporate Hangar at Merritt Island Airport****Item F – Resolution Approving an FDOT Grant for the Design and Construction of the Rehabilitation of Runway 9-27 at Space Coast Regional Airport**

Mr. Sansom requested that Mr. Powell briefly go over the resolutions. Mr. Powell complied. Discussion ensued.

Mr. Craig asked Mr. Powell about the CARES Act Grants, stating that he would like more information. Mr. Craig asked Mr. Powell if he could explain where the money would go to, when it would come in, how it was going to feed into the budget, where Staff planned on using it and what the regulations for using it were. Mr. Craig also asked if there were any forms that needed to be filled out after the funds were used, and if the Board would be involved in the decisions. Mr. Powell explained that once the funds were received, the Airport Authority would be able to use them for any line item, to include project funding, payroll or any legal option that any currently budgeted funds could be used for. Discussion continued.

Mr. Sansom stated that from what he understood about the CARES Act, there were not a lot of strings on how the funding could be used when it came to airports, and it was intended to offset revenue reductions due to COVID 19. Mr. Sansom added that the money didn't require a spend-plan in order to get it. Mr. Sansom stated that through the process the Board could determine what would need to be done to compensate for the revenue losses. Discussion continued.

Mr. Sansom stated that the next step would be to come through the Board for approval of whatever expenditures the CARES funds were used for, adding that he believed the resolutions were just the formal agreement that the Airport Authority would accept the money. Mr. Sansom asked Mr. Powell if he could provide a little back-up information for resolutions in the future on the Consent Agenda. Mr. Powell concurred. Discussion continued.

Mr. Sansom called for a motion to approve the Consent Agenda. Mr. Elebash made the motion. Mr. Carswell seconded. Mr. Sansom called the question. All voted aye. Motion passed.

### **New Business**

#### **Item A – Discussion and Consideration of a Lease at Space Coast Regional Airport**

Mr. Powell gave an overview of the item, stating that TIX Ventures wanted to rent office space in Suite Three of the Administration Building at Space Coast Regional Airport. Mr. Powell stated that this was the same wing that Dr. Flynn was located in, and that it was approximately the same percentage of space usage.

Mr. Sansom called for a motion to approve the item. Mr. Molitor made the motion. Mr. Voss seconded. Mr. Sansom called the question. All voted aye. Motion passed.

#### **Item B – Discussion and Consideration of a Lease at Merritt Island Airport**

Mr. Powell gave a brief overview of the item, stating that it was time to renew the lease with Sebastian Communications at Merritt Island Airport. Mr. Powell stated

that their building wasn't in good shape and Staff was working on a plan on how they could be moved into another facility. Mr. Powell stated that the Airport Authority was trying to get them on as part of the Northwest Development Project at Merritt Island, adding that the lease renewal was just to carry them through until that happened.

Mr. Sansom called for a motion to approve the lease renewal. Mr. Craig made the motion. Mr. Elebash seconded. Mr. Sansom called the question. All voted aye. Motion passed.

### **Item C – Discussion and Consideration of Three Work Vehicles for the Titusville-Cocoa Airport Authority**

Mr. Powell gave an overview of the item, stating that Staff was trying to do a phased approach in replacing Airport Authority fleet. Mr. Powell stated that the three vehicles were to replace vehicles that had either gone to auction or getting ready to go to auction. Mr. Powell stated that the auction dollars from those vehicles along with other vehicles, would pay for the replacement. Mr. Powell stated that the break-down of the costs had been provided. Discussion continued.

Mr. Molitor asked if there was a chart available that showed which vehicles were used for what, and who was driving them. Mr. Powell stated that there was and it could be provide if the Board so chose. Mr. Sansom stated that he felt the Board really didn't need that much detail, but Mr. Powell could provide it to any Board member who asked. Mr. Molitor stated that he disagreed. Mr. Elebash stated that he felt that kind of detail was micro-managing.

Mr. Sansom called for a motion to approve the vehicle replacement proposal. Mr. Craig made the motion. Mr. Voss seconded. Mr. Sansom called the question. All voted aye, with the exception of Mr. Molitor who voted nay. Motion passed.

### **Item D – Discussion of the Sun Trust Note**

Mr. Powell gave an overview of the item, stating that one of the Board Members had requested that the item was brought to the Board for consideration. Mr. Powell stated that he provided as much detailed information that was available, and gave a brief explanation of the origins of the note. Mr. Powell stated that Staff had attempted renegotiations of the note in the past, but it was recommended by Sun Trust that now was not a good time based on current conditions. The Airport Authority could shop around or come back to Sun Trust a later date to see if a better finance rate was available. Discussion continued.

Mr. Powell stated that as a governmental entity, the Airport Authority was extremely limited based on everything the banks had to do to better safe-guard their interests doing business with the government. Mr. Powell stated that this particular set up was about the only thing that the Airport Authority was allowed to do and Sun Trust was the only institution willing to work with them. Mr. Powell stated that Staff's recommendation was to re-address this at a later time when conditions were

more favorable to get the Airport Authority in a better position. Discussion continued.

#### **Item E – Discussion and Consideration of the 2020-2021 Fiscal Year Budget**

Mr. Powell gave an overview of the item, stating that this was the Board's first look at the proposed budget, and if the Board chose it could come back to the June or July meeting before the First Public Hearing in August and the Second Public Hearing in September. Discussion continued.

Mr. Craig asked for a timeline of procedural dates for the budget, so the Board members could go through it and if they had any questions or concerns they could be addressed before the public hearings. Mr. Sansom proposed that at the June meeting the Board could get into line items and proposals, which could then be fine-tuned at the July meeting and approved to be presented to the public and the County. Discussion continued.

#### **Item F – Discussion and Consideration of the Possible Name Change for Space Coast Regional Airport Since the Approval of the Spaceport License**

Mr. Powell gave an overview of the item, stating that since the Spaceport License had been approved for the Space Coast Regional Airport, he wanted to discuss the name change. Mr. Powell explained that some time ago, the Board had discussed the possibility of the name "Space Coast Air & Spaceport". Mr. Sansom opened the floor for comments.

Mr. Voss asked if it would require changing all the signage. Mr. Powell stated that it would, in addition to having to change documentation and many other things. Mr. Voss asked how much that would cost. Mr. Powell stated that there were only two signs at Space Coast so it would be nominal, but he felt that in regards to the documentation, it would be more timely than costly.

Mr. Sansom asked Mr. Bird if the Enabling Legislation would have to be changed. Mr. Bird stated that he would have to go in and look, but even if it was he felt an amendment would be fine. Discussion continued.

Mr. Craig stated that he agreed with Mr. Voss regarding the cost of a name change. Mr. Craig asked what the business desire to change the name was, stating that if it was to create a new brand then there would need to be a strategic marketing process that should be followed in addition to weighing whether the reason for re-branding was worth spending the money to do so. Discussion continued.

Mr. Craig stated that he felt Mr. Powell would need to do the background work and research, reaching out to other spaceports to see what they spent on the name change as opposed to the revenue they made because of it. Mr. Craig stated that Mr. Powell could then bring a proposal to the Board with what he felt would be correct for the Airport Authority. Mr. Craig stated that he thought this was the time that the CEO really needed to take the lead. Mr. Powell stated that he had already

been working with Space Florida and with the planning department at Michael Baker International to come up with an application to send in for a planning document that would help the Airport Authority with all the aspects that Mr. Craig was speaking about. Mr. Powell stated that when work began on the planning document, the Board would have input.

**Item G – Discussion and Consideration of a Public/Private Partnership Project at Merritt Island Airport**

Mr. Powell gave an overview of the item, stating that Florida Biplanes had expressed an interest in building a permanent hangar at Merritt Island Airport. Mr. Powell stated that a diagram of the project had been provided in the agenda package. Mr. Powell stated that it was a 50/50 Economic Development Grant. Mr. Powell stated that the Airport Authority would get an administrative fee for ensuring that the project met compliance requirements for the grant.

Mr. Sansom called for a motion to approve the item. Mr. Craig made the motion. Mr. Voss seconded. Mr. Sansom called the question. All voted aye. Motion passed.

**Item H – Discussion by Mr. Aaron McDaniel of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects**

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

Mr. McDaniel presented Pay Request Number 13 in the amount of \$368,075.88 from H.L. Pruitt, Pay Request Number 10 in the amount of \$12,927.01, Pay Request Number 11 in the amount of \$24,164.43 and Pay Request Number 13-Final in the amount of \$6,960.43, all from Michael Baker International, which were for the Airfield Lighting Rehabilitation Project at Space Coast Regional Airport.

Mr. McDaniel presented Pay Request Number 9-Final in the amount of \$179,383.43 from C&D Construction, and Pay Request Number 10-Final in the amount of \$13,030.22 from Michael Baker International, which were for the Port-A-Port Replacement Project at Merritt Island Airport.

Mr. McDaniel presented Pay Request Number 1 (Construction) in the amount of \$71,291.45 from V.A. Paving, Inc., and Pay Request Number 1 (Construction) in the amount of \$52,970.44 from Michael Baker International, which were for the South Apron & Runway 11/29 Rehabilitation Project at Merritt Island Airport.

Mr. Sansom called for a motion. Mr. Craig made a motion to approve the invoices. Mr. Elebash seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. McDaniel gave his final update on the Spaceport License, congratulating the Airport Authority. Mr. McDaniel stated that it was a long fight, but since getting the license he knew that Mr. Powell had been engaged with Space Florida to develop a strategic business plan for the spaceport and get it funded. Mr. McDaniel

stated that he felt it would bring vast economic opportunity for North Brevard County and the City of Titusville. Discussion continued.

Mr. McDaniel stated that Michael Baker would like to formulate a press release on behalf of the Airport Authority and get it out via different media avenues to promote and tell the story.

## **Information Section**

### **CEO Report**

Mr. Powell reported that Staff had been busy working with FDOT on new grants, in addition to reaching out to Space Florida on potential partnerships and how they could see funding projects for the Airport Authority moving forward.

Mr. Powell reported that a group was getting close to finalizing an agreement so they could start building a facility for Eastern Florida State College at Space Coast Regional Airport. Mr. Powell stated that the same group was working with Mag Aerospace, who just received some government contracts, on the possibility of building two additional large hangars and the possibility that they may need a C130 repair station.

Mr. Powell reported that Staff had been in discussion with a large company that buys FBOs, who stated that he had been hearing good things about the area and they wanted to check it out for the possibility of expanding here.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Bird reported that Staff had a discussion with Judge Moxley, who had some insight into what was going on in the 18<sup>th</sup> Circuit in Brevard County regarding hearings. Mr. Bird stated that he had received a motion-to-continue-trial and Judge Moxley had stated that non-essential matters would remain closed and civil matters would be conducted virtually or by telephone. Mr. Bird stated that there were still a few criminal matters that had to proceed in person, but general consensus was that jury trials may not be happening for a long time. Mr. Bird stated that he was mentioning this information because Welsh Construction was set for trial this year, but wasn't sure how likely that was to go forward to trial for those reasons. Mr. Bird stated that there was no way to hold a trial by phone because it wasn't constitutionally possible.

Mr. Bird discussed the issue with the request to change the name of Arthur Dunn Airpark. Mr. Bird stated that Staff had done a good job in tracking down both sides of the family and not surprisingly there was a rift. Mr. Bird stated that he felt the first thing that the Airport Authority would need to do was to decide if they wanted to go forward with the process. Mr. Bird stated that the plan was to invite both sides to come and talk to the Board and then have the Board make the decision.

Mr. Bird stated that there had been some questions about the procedure for revising the Airport Authority Policy Manual, and Staff continued to work on that policy manual. Mr. Bird stated that what would likely be necessary was some sort of Board workshop for the public to discuss revisions and give Staff direction. Mr. Bird stated that the revised policies would come before the Board for a vote. Mr. Bird stated that it would probably be an extensive set of revisions and Staff would try to walk through a formal process with the Board which would lead the Board to a confident vote for changes/revisions or not. Mr. Bird stated that he would continue to work with Staff on this. Discussion continued.

Mr. Bird concluded his report.

Mr. Powell discussed the upcoming manned space flight. Discussion continued.

### **Check Register & Budget to Actual**

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

### **Administration & Project Reports**

Mr. Powell stated that the report was provided. Mr. Powell stated that the Tower Equipment was now 100% funded. Mr. Powell stated that next month's report should show several changes.

Mr. Voss asked if getting the Spaceport License would be beneficial to move the Extension of Runway 18-36 up. Mr. Powell stated that the process was expensive, but Staff hoped to work with Space Florida with the planning document and get it out as a marketing tool. Mr. Powell stated that this would gauge the interest and hopefully get someone on board who had the operational need, which would help prioritize it. Discussion continued.

### **Authority Members Report**

Mr. Craig left the meeting at 9:52 a.m.

Mr. Molitor stated that he appreciated the work on the Policy Manual, but wanted to know how revisions to the job description for the CEO were going. Mr. Powell stated that the outline was in the current documentation, which would be coming to the Board and would be included with the Policy Manual updates. Discussion continued.

Mr. Sansom stated that he was happy the Airport Authority got the Spaceport License, and he felt it was a tremendous opportunity for the region. Discussion continued.

### **Public & Tenants Report**

Mr. Kevin Panik stated that he had spoken with Mr. Powell about the antiquated clauses on flying clubs. Mr. Panik stated that he had gone to other flying clubs and found one in the Carolinas that had best practices, and they had given him their airport authority process procedures, which he passed to Mr. Powell.

Mr. Don White stated that they were still looking at June 13<sup>th</sup> for the next Young Eagles event, but it was still up in the air.

### **Adjournment**

Mr. Sansom adjourned the meeting at 10:00 a.m.

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JERRY SANSOM, CHAIRMAN

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AL ELEBASH, SECRETARY