

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on December 20, 2018 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Dr. John Leavitt, Treasurer; Mr. Harry Carswell, Secretary; Dr. David Hosley; Mr. John Craig; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney. Mr. Milo Zonka, Vice Chairman, was in attendance via teleconference.

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 changes or additions to the Agenda. Seeing none, Mr. Sansom called for a motion to approve the Agenda. Mr. Craig made the motion to approve the Agenda as presented. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Appearances – Mr. Rob Beckner of Lightle, Beckner & Robinson

Mr. Powell gave an overview, stating that the Board had asked for someone from Lightle, Beckner & Robinson to come to the meeting and discuss their real estate brokerage agreement with the Airport Authority. Mr. Powell turned the floor over to Mr. Rob Beckner.

Mr. Beckner gave an overview of what was happening in Brevard County, stating that there was an all-time low vacancy in the county right now, and because of that rental rates were very high. Mr. Beckner discussed how Lightle, Beckner & Robinson was going to market the Airport Authority properties. Discussion continued.

Mr. Craig asked if there had been a workshop to go over preparations in the event that a decision would need to be made if an opportunity occurred. Mr. Powell stated that Staff had always been given direction from the Board to move at the speed of business to ensure that the needs are met in regards to a timeline. Mr. Powell stated that the Board has always been willing to get together for special meetings to meet the needs of potential tenants and clients. Mr. Powell also stated that in regards to documentation, there was a standard ground lease that was used. Discussion continued.

Mr. Beckner stated that currently, the Airport Authority had asked them to market the 433 acres that had no airside. Mr. Beckner asked the Board if they could amend the agreement to include a piece with airfield access if someone came to them and asked them if there was property with airfield access. Mr. Powell stated that he believed there was a caveat in the agreement that if a client was interested in a large

parcel that would also need something airside it would be part of the agreement. Mr. Bird stated that he felt they may be asking if they could actually market it. Mr. Beckner stated that they would like the ability to market the property pro-actively in regards to a property that may be specifically related. Mr. Sansom asked Mr. Powell and Mr. Bird to get together with Mr. Beckner and see what needed to be modified and bring it back to the Board. Discussion continued.

Presentations – None

Consent Agenda

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

1. November 15, 2018 – Regular Meeting

Item B – Approval of the 2019 Board Meeting Schedule

Mr. Craig made a motion to approve the Consent Agenda as presented. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business – None

New Business

Item A – Discussion & Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year

Mr. Powell gave an overview of the item, stating that evaluation forms had been included in the agenda package. Discussion continued.

Mr. Sansom directed the Board to give their completed evaluations to Mr. Powell. Discussion continued.

Mr. Sansom suggested extending Mr. Powell's contract by an additional year. Mr. Craig stated that it should be discussed. Mr. Bird suggested tabling the item until next meeting after the evaluations were turned in. Discussion continued.

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

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

Mr. McDaniel presented Pay Request Number 1 in the amount of \$62,000 from Michael Baker International, which was for the Port-a-Port Replacement Project at Merritt Island Airport. Mr. McDaniel gave a brief update on the progress of the project, noting that everything was on schedule.

Dr. Leavitt made a motion to approve the invoice. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. McDaniel gave a brief update on the Spaceport License Application process, stating that the six month clock would probably start in February. Discussion continued.

Mr. McDaniel stated that the new District 2 County Commissioner had reached out to businesses in Merritt Island and was interested in working with the Airport Authority to see how the County could help beautify the North side of the airport. Discussion continued.

Information Section

CEO Report

Mr. Powell reported that the Airport Authority had won the 2018 Growing Green Award from the Chicago Airport Authority for the RSA Project at Merritt Island Airport. Mr. Powell showed the Board the plaque that he stated was made from recycled materials from demolished buildings in Chicago. Discussion continued.

Mr. Powell stated that Valkaria Airport in South Brevard County, had just updated all of their documentation, policies and rules & regulations. Mr. Powell reported that he had reached out to their Airport Manager, Mr. Steve Borowski, to get copies of the paperwork, and Mr. Borowski provided them. Mr. Powell stated that the documents were much more detailed than those of the Airport Authority, and Staff felt it was very helpful in giving opportunities to improve the Authority's policies in the future.

Mr. Powell reported that the annual audit was finished and would be presented to the Board at the February Regular Board Meeting.

Mr. Powell reported that since New Year's Eve was going to fall on a Monday the County had given their employees that day off in addition to New Year's Day and asked the Board if the Airport Authority could do the same for their staff. Mr. Elebash made a motion to give Airport Authority staff New Year's Eve off. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird reported that the Airport Authority had put out a Notice of Sale for the items that were left behind, and that the sale would be on January 17th following the Board meeting in the Administrative Building at Space Coast Regional Airport. Mr. Powell stated that there had been quite a bit of interest in the items and that the Operations Supervisor, Mr. Justin Hopman, had been showing property to people

who were interested. Mr. Powell stated the notice had been posted on the website with photos and dispersed to tenants via email. Discussion continued.

Mr. Bird reported that the Welsh Company had filed a notice for trial and the Airport Authority would probably get a trial date in January. Discussion continued.

Mr. Bird concluded his report.

Check Register & Budget to Actual

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

Administration & Project Reports

Mr. Powell stated that the report was provided, and that Staff had added a new column per the Board's request. Mr. Powell stated that Staff had deleted the old reports, and wanted to make sure the Board was okay with that. The Board concurred. Discussion continued.

Dr. Leavitt asked if the Project Report was accessible from the website. Mr. Powell stated that it was part of the agenda which was posted on the website. Mr. Sansom stated that maybe it should be added to the website as a dynamic document with a dropdown to access it. Mr. Powell stated that it could be done. Mr. McDaniel stated that if it was placed on the website, a qualifying statement should be added that says that the document is a planning document only. Mr. Sansom asked Mr. Powell to work on an appropriate statement with Mr. Bird. Discussion continued.

Authority Members Report

Dr. Hosley thanked Mr. Powell for getting the information from Valkaria Airport. Discussion continued.

Public & Tenants Report

Mr. Don White from the EAA at Merritt Island Airport stated that three board members attended Toys for Tots this year, adding that all together 850 toys, 14 bikes and \$250 was collected. Mr. White stated that they served breakfast to over 200 people. Mr. White added that the toys this year were very high quality. Mr. White stated that the next Young Eagles event would be on January 26th. Mr. White asked if the Project Reports that were discussed earlier could be posted on the website in color. Ms. Kimberly Paschke, Administrative Manager, stated that the report could be put up in color and for those he did not want to open a large document could also be in grayscale.

Mr. Sansom asked the Board Members to hand in Mr. Powell's evaluation forms.

Adjournment

Mr. Sansom adjourned the meeting at 10:28 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY