

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on February 15, 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; Mr. Milo Zonka, Vice Chairman; Dr. John Leavitt, Treasurer, Mr. Harry Carswell, Secretary; Dr. Wasim Niazi; Dr. David Hosley; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Victor Watson, Esq.

**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 as presented. Dr. Hosley made the motion. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Appearances – None****Presentations – Annual Audit Review Briefing by Mr. Steve Ellis of Davies, Houser & Secret, CPA, P.A. for the Board’s Consideration and Acceptance**

Mr. Powell gave an overview and turned the floor over to Mr. Ellis. Mr. Ellis introduced himself and his teammate Mr. Wilfred Gonzalez to the Board. Mr. Ellis went through the summary sheet, stating that the Airport Authority accounting complied with generally accepted accounting principles. Mr. Ellis stated that the Authority ended the year with more cash than the previous year and that everything came out clean. Discussion continued amongst the Board.

Dr. Niazi entered the meeting at 8:37 a.m.

Mr. Ellis continued, stating that he found no fraud and that he had great assistance from Staff in doing the audit. Mr. Ellis also stated that Ms. Ashley Campbell, the Manager of Finance and Grant Administration, was off to a good start.

Mr. Ellis went over some highlights of the audit. Discussion continued.

Mr. Sansom called for a motion to accept the audit. Mr. Zonka made the motion. Dr. Leavitt seconded. Mr. Sansom called the question. There were no objections. Motion passed.

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

### **1. January 18, 2018 – Regular Meeting**

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

#### **Old Business**

##### **Item A – Discussion & Consideration of Legal Services for the Titusville-Cocoa Airport Authority**

Mr. Sansom stated that he would not be voting on the final selection due to a conflict of interest.

Mr. Powell gave a brief overview of the item, stating that at the Board meeting in January, the Board had listened to presentations by the four shortlisted firms.

Mr. Watson stated that before the Board started discussion, he wanted to withdraw himself and his firm, Watson, Soileau, DeLeo & Burgett from consideration. Mr. Watson thanked the Board and stated that he was looking forward to working with whoever was selected to make a smooth transition. Discussion continued.

Mr. Zonka stated that his first selection was Gray-Robinson, with Harrison as his second choice. Dr. Niazi and Dr. Leavitt concurred with Mr. Zonka's selections. Discussion continued.

Mr. Zonka made a motion to select Gray-Robinson first. Mr. Carswell seconded. Discussion continued.

Mr. Sansom called the question. All voted aye, except Dr. Leavitt who voted nay. Motion passed.

Mr. Watson stated he would get all the files together for the transition. Mr. Adam Bird from Gray Robinson thanked the Board.

#### **New Business**

##### **Item A – Discussion & Selection of Firm(s) for General Consulting Service for the Titusville-Cocoa Airport Authority**

Mr. Powell gave a brief overview of the item, stating that five firms had submitted proposals, and that the Board had received electronic copies of the submittals. Discussion continued amongst the Board.

Mr. Zonka stated that he felt Michael Baker should be one of the firms selected. The Board concurred. Mr. Sansom suggested selecting a short list of three. Mr. Zonka recommended VHB. Discussion continued.

Mr. Carswell made a motion to approve Michael Baker as one of the selected firms. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Sansom stated that the Board would need to select two firms for the shortlist. Mr. Zonka suggested VHB and Avcon. Dr. Hosley concurred. Dr. Leavitt suggested VHB and Keith & Associates. Mr. Sansom stated that there was a consensus of Avcon and VHB. Dr. Leavitt made a motion to shortlist Avcon & VHB. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

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

Mr. Powell gave an overview of the item and turned the floor over to Mr. McDaniel.

Mr. McDaniel presented Pay Request Number 1 in the amount of \$63,490.95 from American Infrastructure, which was for the Runway End Identifier Lights Replacement Project at Spacecoast Regional Airport. Mr. McDaniel stated that the project was ahead of schedule and should be done in less than two weeks.

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

Mr. McDaniel showed photos of the sod growth from the RSA project at the Merritt Island Airport. Mr. McDaniel stated that they had replaced the gravel that was washed away during the hurricane and would be planting more mangrove trees. Mr. McDaniel gave an update on the Box Hangar Project at Merritt Island Airport. Discussion continued.

Mr. McDaniel gave a brief update on the Spaceport License, stating that the application would be submitted very soon. Discussion continued.

Mr. McDaniel gave an update on the Security and Infrastructure Project at Merritt Island Airport, stating that the Airport Authority was working with the County to have them excavate the pond and they will take the dirt. Mr. McDaniel stated that it would save the Airport Authority between \$70,000 & \$80,000. Discussion continued.

Mr. McDaniel gave an update on the dip in the runway at Merritt Island Airport, stating that he was waiting for the JPA from FDOT to start. Mr. McDaniel explained the process to the Board. Discussion continued.

**Information Section**

**CEO Report**

Mr. Powell reported that Mr. Ray Deptula from U.S. Training Solutions at Space Coast Regional Airport had asked for a letter of support to assist them in obtaining a contract to support the Airforce. The Board gave their approval for the letter. Mr. Deptula, who was in attendance, came to the floor to give the Board a brief overview, stating that the U.S. Airforce was looking to commercialize helicopter training and that he felt U.S. Training Solutions was the only commercial flight school that could pull it off. Mr. Deptula stated that Space Coast Regional Airport and the Florida area was conducive to flight training, but they were a bit challenged by logistics such as housing and feeding. Discussion continued.

Mr. Powell reported that there had been another successful C17 operation at Space Coast Regional Airport on February 9<sup>th</sup> and there would be another on March 2<sup>nd</sup>.

Mr. Powell reported that there was continued interest in development and that there was a possible lease coming up on the west side of Space Coast Regional Airport in the next couple of months. Discussion continued.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Watson reported that the lease addendum for Spaceport Aviation had been signed.

Mr. Watson stated that there had been a t-hangar tenant at Space Coast Regional Airport that had been served an eviction, but Staff and Legal had trouble finding him. Mr. Watson reported that the tenant, Jack Ross, was found and he wanted to pay everything he owed starting from the date of the eviction. Mr. Watson gave the Board options on how to move forward. Mr. Sansom stated that he thought Mr. Ross should pay the back rent as well. Mr. Watson stated the Airport Authority would have to file suit. Discussion continued.

Mr. Watson suggested that the Airport Authority send him notice of exactly what he owes for past rent and storage after eviction and tell him that we are prepared to file suit if it isn't paid. The Board concurred.

Mr. Watson discussed the Lightle, Beckner and Robinson listing agreement. Mr. Watson stated that they were having a hard time coming to terms with the Airport Authority. Discussion continued.

Mr. Zonka recommended having Lightle, Beckner and Robinson come to the next Board meeting. Discussion continued.

Mr. Watson concluded his report.

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

Mr. Powell stated that December and January financial reports had been provided and everything was in line.

### **Administration & Project Reports**

Mr. Powell stated that there had been a few updates, but the report would be updated more at the March meeting.

### **Authority Members Report**

Mr. Sansom asked if anyone had heard if the Valiant Air Command was considering not doing the Airshow this year. Mr. Sansom stated that he heard because the Melbourne Airshow was moving their dates that the VAC thought it would interfere. Discussion continued.

Mr. Sansom stated that things were slow in Tallahassee this year, but there was concern amongst the airports that the House decision would give a break on the aviation fuel tax, which would be a hit on the trust fund. Discussion continued.

### **Public & Tenants Report**

Mr. Don White with the Merritt Island Airport EAA stated that at the Young Eagles event on January 21<sup>st</sup> the majority of the attendees were first timers, but due to the wind that day it was a lower turnout than normal. Mr. White stated that the next Young Eagles would be April 21<sup>st</sup>. Mr. White also stated that the Arthur Dunn and Merritt Island EAA chapters were going together to host the Ford Tri-Motor on March 8-11 at the Space Coast Regional Airport. Discussion continued.

### **Adjournment**

Mr. Sansom adjourned the meeting at 10:35 a.m.

---

JERRY SANSOM, CHAIRMAN

---

HARRY CARSWELL, SECRETARY