

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on July 17, 2014 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. David Hosley, Vice Chairman; Mr. Harry Carswell, Secretary; Ms. Patricia Patch, Treasurer; Mr. Jay Stalrit; Mr. Milo Zonka; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney.

**Call to Order**

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

**Swearing in of New Board Member Milo Zonka**

Mr. Pickles swore Mr. Zonka in. Mr. Zonka introduced himself to the Board and gave them a brief background. The Board introduced themselves to Mr. Zonka. Discussion ensued.

Mr. Stalrit entered the meeting at 8:36 a.m.

**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. Ms. Patch made a motion to approve the Agenda as presented. Dr. Hosley 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. June 19, 2014 – Regular Meeting**

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

**Appearances – None**

**Presentations – None**

**Old Business – None**

**New Business****Item A – Discussion and Appointment of a New Secretary for the Airport Authority Board of Directors.**

Mr. Sansom stated that since outgoing Board Member, Veronica Clifford, had held the seat as the Secretary, the Board would need to nominate another Secretary. Dr. Niazi nominated Mr. Carswell. Ms. Patch seconded the nomination. Discussion continued.

Mr. Zonka made a motion to cease nominations and appoint Mr. Carswell. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Mr. Carswell was appointed Secretary.

**Item B – Discussion and Consideration of the Proposed 2014-2015 Fiscal Year Budget**

Mr. Powell gave a brief overview of the item.

Mr. Sansom explained to the Board that the Airport Authority would not be asking for any ad valorem taxes from the County. Discussion continued.

Mr. Zonka addressed Mr. Powell, stating that he was concerned about budget cuts and that perhaps the Board should look at revenues for next year and the future. Mr. Carswell concurred. Mr. Stalrit stated that in the cash projection there was a downward trend, and perhaps the Authority could increase revenue by raising the rent. Mr. Powell stated that an appraisal would need to be done to increase rent, and that the last appraisal was in 2007. Mr. Powell explained that the Board had elected not to apply that appraisal to all structures and some commercial tenants hadn't had increases in several years since their lease was directly tied to appraisal. Discussion continued.

Mr. Zonka asked how many tenants were getting CPI increases. Mr. Powell explained that the t-hangar tenants were getting CPI increases every year and a few commercial operators – based on their lease terms. Discussion continued.

Mr. Pickles stated that bases on grant assurances the Authority needed to charge fair market value. Discussion continued.

Mr. Zonka stated that he felt the appraisal should be done now, and he was surprised that the FAA had accepted the 2007 appraisal. Mr. Sansom called for a motion.

Dr. Hosley made a motion to start to begin the appraisal process. Mr. Zonka seconded. Discussion continued.

Mr. Carswell stated that he was against the motion because of the cost of the appraisal, adding that he was more inclined to have the appraisal done in the next budget. Mr. Sansom stated that he didn't see any benefit in delaying. Dr. Hosley stated that the point was really about the grant assurances. Discussion continued.

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

Mr. Zonka made a motion to approve the budget. Mr. Carswell seconded. Discussion continued.

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

Mr. Sansom reminded the Board that the August Regular Board Meeting would be held at 4:00 p.m. with the First Budget Hearing being held at 5:01 p.m.

**Item C – Discussion by Mr. Brian Russell of Recent Invoiced Costs by Michael Baker Jr., Inc. and Contractors Regarding Current Projects**

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

Mr. Russell presented Pay Application Number 7, in the amount of \$263,943.94 and Pay Application Number 8 in the amount of \$638,166.82, both from GLF Construction, as well as Invoice Number 882723 in the amount of \$61,697.60 from Michael Baker Jr., Inc., which were for the West Apron Rehabilitation Project at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 882725 – Final in the amount of \$2,128 from Michael Baker Jr., Inc., which was for the Security System Improvements at All Airports.

Mr. Russell presented Invoice Number 882732 in the amount of \$59,226.95 from Michael Baker Jr., Inc., which was for the East Apron Rehabilitation Project at Space Coast Regional Airport.

Mr. Russell presented Invoice Number 882727 – Final in the amount of \$1,357.60 from Michael Baker Jr., Inc., which was for the ARFF Vehicle at Space Coast Regional Airport. Discussion continued.

Mr. Russell presented Invoice Number 882730 in the amount of \$16,718 from Michael Baker Jr., Inc., which was for the RSA Compliance & Shoreline Stabilization Project at Merritt Island Airport. Discussion continued.

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

**Information Section****CEO Report**

Mr. Powell reported that he had met with a few different companies interested in locating here, stating that the Airport Authority had enough property shovel ready and with streamlining permitting with the City of Titusville, there were lots of possibilities.

Mr. Powell reported that Staff just did a live fire exercise at the Space Coast Regional Airport, which had been coordinated by Chief Terry Wooldridge. Mr. Powell turned the floor over to Mr. Wooldridge. Mr. Wooldridge gave an overview of the exercise and presented photos, stating that 105 people were certified. Discussion continued.

Mr. Sansom asked Mr. Powell if Staff could provide DVDs of the training exercise to the Board members. Dr. Hosley stated that it would be helpful. Discussion continued.

Mr. Powell reported that the Space Coast Regional Airport just had its Part 139 Inspection, stating that there were some discrepancies. Discussion continued.

Mr. Powell reported that the Spaceport License Application had been submitted at the end of June. Discussion continued.

Mr. Powell concluded his report.

**Attorney Report**

Mr. Pickles discussed the annual financial disclosure for the Board members, asking them to please send the disclosure form in by September. The Board members stated that they did not receive the form. Mr. Pickles stated that he would make sure they got them. Mr. Sansom asked Mr. Pickles to double check and make sure they were required of the Airport Authority Board members.

Mr. Pickles concluded his report.

**Check Register & Budget to Actual**

Mr. Powell stated that financials had been provided and would answer any questions anyone had on them.

**Administration & Project Reports**

Mr. Powell stated that the reports had been provided.

Mr. Stalrit asked if the work at Arthur Dunn Airpark was still ongoing. Mr. Powell stated that the reflectors on the grass strip were finished, but the project remained open because there were still some issues with visibility. Discussion continued.

### **Public & Tenants Report**

Mr. Don Stiver thanked Mr. Powell for keeping hangar rents reasonable and explained why that was important. Mr. Stiver stated that it would be good to split the airports up and provide income & expense data for each.

### **Authority Members Report**

Ms. Patch congratulated Mr. Carswell for becoming the Secretary.

Dr. Hosley discussed setting up an aerospace institute in Brevard County. Dr. Hosley stated that the Space Coast Technical Council was using the City of Pittsburgh model and were making a lot of progress.

Dr. Hosley stated that Delaware North had someone new take over and they were very supportive of aviation.

Dr. Hosley discussed the National Space Institute.

### **Adjournment**

Mr. Sansom adjourned the meeting at 10:14 a.m.

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JERRY SANSOM, CHAIRMAN

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HARRY CARSWELL, SECRETARY