

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 17, 2020 at 4:00 p.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. Al Elebash, Secretary; Mr. Harry Carswell, Treasurer; 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. Seeing none, Mr. Sansom called for a motion. Mr. Craig made a motion to approve the Agenda as presented. Mr. Elebash 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. August 20, 2020 – Regular Meeting
2. August 20, 2020 – First Public Budget Hearing

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

**Old Business – None****New Business****Item A – Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects**

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

Mr. Hambrecht presented Pay Request Number 2 (Construction) in the amount of \$38,947.94 from Trinity Electrical Services, which was for the PAPIs Replacement Project at Merritt Island Airport.

Mr. Hambrecht presented Pay Request Number 3 (Construction) in the amount of \$4,878.40 from AVCON, Inc., which was for the PAPIs Replacement Project at Arthur Dunn Airpark.

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

## **Information Section**

### **CEO Report**

Mr. Powell reported that Staff had been working on a regular basis with the County EDC and the North Brevard Economic Development Zone on several groups that have expressed interest in relocating to Brevard County.

Mr. Powell stated that Staff was pretty far down the road with Eastern Florida State College (EFSC) and TIX Ventures and it sounded like they should soon get approval to build a facility at Space Coast Regional Airport. Mr. Powell stated that he thought they would be giving the final presentation to the president of EFSC sometime in the next week. Mr. Powell stated that he would hopefully be bringing that ground lease to the Board at the October meeting for approval.

Mr. Powell reported that MagAero at Space Coast Regional Airport was in talks with the County EDC to try and see if there were any potential incentives to develop at least three large hangars at the airport. Discussion continued.

Mr. Craig asked Mr. Powell what the expected revenue impact would be for the EFSC project. Mr. Powell stated that TIX Ventures would build the facility and it would be leased by EFSC, so the Airport Authority would receive about \$2,000 a month. Mr. Sansom asked about the revenue impact from MagAero. Mr. Powell stated that it would be much bigger. Discussion continued.

Mr. Powell reported that Staff had been speaking to Space Florida and Space Perspectives who were doing some value engineering.

Mr. Powell reported that Staff was still working on the Through-the-Fence Operation issue at Merritt Island Airport. Discussion continued.

Mr. Al Voss asked about the tower radios and when they would be installed. Mr. Powell stated that the equipment should arrive at the end of September and the installers from RVA were having some scheduling conflicts, but wanted to be here by the middle of October to install them. Discussion continued.

Mr. Voss asked if it was possible to get a punch-list action item report to review at each meeting. Mr. Powell stated that it could be done.

Mr. Craig asked where the Airport Authority stood on the current inventory process. Mr. Powell stated that Staff was in the process and it should be wrapped up by the next week. Mr. Craig asked if Staff could send an asset list to the Board. Mr. Powell stated that he could.

Mr. Powell concluded his report.

### **Attorney Report**

Mr. Bird reported that at the last meeting the Board had asked him to put together a generic overview of the federal grant obligations in regards to the Manor Drive through-the-fence (TTF) operation issue. Mr. Bird stated that Staff did get an email from the FAA on the general list of provisions that were going to be a part of the through-the-fence operation which Mr. DeGrosa, the owner of the property, had sent to the FAA directly. Mr. Bird stated that the email from the FAA implied that they had not identified how it complied with federal grant obligations. Mr. Bird stated that he was working on a letter to address the issue of which grant assurances were implicated by a TTF operation and how to help the property owner address those issues. Mr. Bird stated it wasn't really a simple question he could answer, but he was working on the letter and would probably circulate it within the next week or so. Mr. Bird stated that the Airport Authority, as the sponsor, were the only ones the FAA would listen to specifically regarding that terms of a TTF operation meet all of the standards, which were high standards to meet. Mr. Bird stated that he reached out to the chair of the Legal Affairs Committee of the Florida Airports Council (FAC) and he was working on his end to try to get him commercial TTF access agreements for the Airport Authority to take a look at and pass on to the property owner. Discussion continued.

Mr. Bird concluded his report.

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

### **Administration & Project Reports**

Mr. Powell gave an overview of the Project Report, stating that surveyors had been out with regards to the demo of Building 52 at Space Coast Regional Airport, and also for the Valiant Air Command Apron in order to better formulate moving forward with the VAC project.

### **Authority Members Report**

Mr. Voss stated that the line item on the budget for t-hangar maintenance had doubled, but he was curious as to what the plan was. Mr. Powell stated that the roofing company that the Airport Authority had been working with gave the Airport Authority a priority listing on what buildings would come next, and about what they would cost to repair. Mr. Powell stated that Staff was also getting ready to start t-hangar inspections again, and would be able to assess what would need to be done. Mr. Voss asked if there was a list of the improvements that were going to

be worked on. Mr. Powell stated that once the inspections were done, Staff would be able to better identify what would take priority and would give the Board an update when that happened.

Mr. Craig stated that he had a few questions. Mr. Craig stated that regarding the allocated benefits the budget showed an \$8,400 increase, but he didn't think the numbers added up correctly. Mr. Craig asked if that could be addressed. Discussion continued.

Mr. Craig stated that the electrical costs had gone down \$15,000 and he wanted to know why it would go down that much. Mr. Powell explained that FPL announced a decrease in bills, in addition to identifying areas where electricity could be cut in buildings that weren't being used and things of that nature. Discussion continued.

Mr. Craig stated that under t-hangar repairs, Staff had moved \$85,000 from Facilities Equipment to t-hangar repair, and he felt that was a massive change. Mr. Powell explained that almost all of the equipment was new, which had been purchased by selling all of the old equipment. Discussion continued.

Mr. Craig asked why the vehicle tracking hardware and software cost went down 75%. Ms. Ashley Campbell explained that there was an up-front cost on the devices that had been installed on the vehicles, and now the Airport Authority was only paying for the monitoring.

Ms. Campbell stated that she found the FPL letter, which stated that the projected decrease was 6.35 %, and Staff used that figure, along with historical data, to come up with the deduction in the line item. Discussion continued.

Mr. Craig asked why the budget had been reduced for development at Arthur Dunn. Mr. Powell explained that most projects at Arthur Dunn had been completed and a lot of upcoming projects were FAA grants with a 2% match as opposed to 20%. Discussion continued.

Mr. Craig stated that the contingency fund was down about 25% and asked what the required contingency was for the Airport Authority. Mr. Powell stated that there was not one. Mr. Craig stated that he thought there was a contingency limit the Airport Authority was required to maintain and asked to have it looked into.

Mr. Molitor asked if Staff could provide a list of assets to the Board. Mr. Powell stated that Staff was still in the inventory process and would provide a list when that was finished. Discussion continued.

Mr. Molitor asked how long it would take to get grant money. Mr. Powell gave an explanation. Discussion continued.

Mr. Molitor asked about the Crisafulli agreement in the old orange grove at Space Coast Regional Airport. Mr. Bird stated that it was a property management

agreement, but they could re-visit with Mr. Crisafulli. Mr. Powell stated that Staff would try to bring it to a resolution.

**Public & Tenants Report**

Mr. Don White stated that on page four of the budget he noticed that for the hangar revenue, the port 'o ports were showing zero revenue, though there were still a few port 'o ports that were being rented. Mr. Powell stated that Staff would look into it.

Mr. White stated that the EAA was trying to a Young Eagles rally on October 24<sup>th</sup>, and they scheduled the Toys for Tots breakfast on December 12<sup>th</sup>.

**Adjournment**

Mr. Sansom adjourned the meeting at 4:59 p.m.

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JERRY SANSOM, CHAIRMAN

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AL ELEBASH, SECRETARY