



Mr. Jerry Sansom, Chairman
Dr. Dave Hosley, Vice Chairman
Ms. Patricia Patch, Treasurer
Mr. Harry Carswell, Secretary
Dr. Wasim Niazi
Mr. Jay Stalrit
Mr. Milo Zonka

355 Golden Knights Blvd. → Titusville, Florida 32780
321.267.8780 → fax: 321.383.4284 → mpowell@flairport.com

**AGENDA
REGULAR MEETING**

DECEMBER 18, 2014 AT 8:30 A.M.

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*** NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. Should someone wish to address the Airport Authority Board on a specific item, there will be request cards located on the wall adjacent to the public seating area. Be advised that these cards must be completed and presented to the Executive Secretary prior to the item being heard. Your comments will be addressed prior to the Board's discussion and you will have 5 minutes to address the Board. Thank you for your attention.

Salute to Flag - Pledge of Allegiance.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. APPROVAL OF THE AGENDA, AS PRESENTED
- IV. APPEARANCES: None
- V. PRESENTATIONS:

Development Opportunity in the Titusville Logistics Center

VI. CONSENT AGENDA:

(These items are considered routine and will be acted upon by the Authority in one motion. If an Airport Authority Board Member requests discussion on an item, it will be considered separately.)

- a. Approval Of The Titusville - Cocoa Airport Authority Minutes:
 - 1. November 20, 2014 - Regular Meeting
- b. 2015 Board Meeting Schedule
- c. Resolution Approving an FAA Grant for the Preparation of a Wildlife Hazard Management Plan at TIX
- d. Resolution Approving an FDOT Grant for the Preparation of a Wildlife Hazard Management Plan at TIX
- e. Resolution Approving an FAA Grant for the Performance of an Airport Mapping and Aeronautical Obstruction Survey in Accordance with FAA AGIS Standards at TIX
- f. Resolution Approving an FDOT Grant for the Performance of an Airport Mapping and Aeronautical Obstruction Survey in Accordance with FAA AGIS Standards at TIX

**NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR
JANUARY 15, 2015 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.**

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Discussion and Selection of Airport Authority Board of Directors Officer Positions
- b. Discussion and Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year as Well as the Employment Agreement
- c. Discussion and Consideration of Friday, December 26th as an Additional Paid Day Off for Calendar Year 2014.
- d. Discussion by Mr. Brian Russell of Recent Invoiced Costs by the Michael Baker Jr., Inc. and Contractors Regarding Current Projects

IX. INFORMATION SECTION:

- a. Chief Executive Officer Report
- b. Attorney Report
- c. Check Register & Budget to Actual
- d. Administration & Project Reports

X. AUTHORITY MEMBERS REPORT

XI. PUBLIC AND TENANTS REPORT

XII. ADJOURNMENT

Respectfully submitted,

Michael D. Powell, C.M., ACE
Chief Executive Officer

Jerry Sansom
Chairman



TIX → SPACE COAST REGIONAL AIRPORT
COI → MERRITT ISLAND AIRPORT
X21 → ARTHUR DUNN AIRPARK

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2015 BOARD MEETING SCHEDULE

January 15, 2015 – Regular Meeting
February 19, 2015 – Regular Meeting
March 19, 2015 – Regular Meeting
April 16, 2015 – Regular Meeting
May 21, 2015 – Regular Meeting
June 18, 2015 – Regular Meeting
July 16, 2015 – Regular Meeting
August 20, 2015 – Regular Meeting – 4:00 PM
August 20, 2015 – First Budget Hearing – 5:01 PM
September 17, 2015 – Regular Meeting – 4:00 PM
September 17, 2015 – Second Budget Hearing – 5:01 PM
October 15, 2015 – Regular Meeting
November 19, 2015 – Regular Meeting
December 17, 2015 – Regular Meeting

All Regular & Special Board Meetings & Workshops will be held at 8:30 a.m. at the Airport Authority Office located at the Space Coast Regional Airport, 355 Golden Knights Blvd., Titusville, Florida unless an alternative time is set by the Board.



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: December 18, 2014

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion and Selection of Airport Authority Board of Directors Officer Positions

BACKGROUND

Airport Authority Board Members are appointed for a three year term in which Authority Officer positions are filled by Board of Director's selection each year.

ISSUES

Per the Enabling Legislation, any person can hold two or more positions and the only stipulation is that the Chairman cannot also be the Secretary.

ALTERNATIVES

The Airport Authority Board of Directors could select any of the Board Members for positions.

FISCAL IMPACT

None at this time.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) select officers for the next year, and (3) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: December 18, 2014

ITEM DESCRIPTION - NEW BUSINESS ITEM B

Discussion and Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year as Well as the Employment Agreement

BACKGROUND

I am truly grateful for your consideration and appreciate the opportunity to share information to supplement your evaluation of my professional performance, experience, abilities, education and skills. This year marks my eighth year with the honor of serving. As you all know, you will be evaluating my professional performance, abilities, and skills in improving our relationships and partnerships with everyone, continuing to accelerate our strategic development in creating a system of airports everyone can be proud of having in their community, and as always, seeking all opportunities to grow as a true economic engine for Brevard County and the surrounding areas we serve.

I would truly hope that the Board is excited about the tremendous improvements to our facilities and our image over the last few years and are extremely happy at the rate in which we are making things happen. You most definitely deserve it. I am working very hard to create a system of airports everyone can be proud of having in their community and we are not done by a long shot. Also worth mentioning is in an ongoing assertive effort to constantly streamline our processes and always provide the best service possible.

As you know, we are well into working toward the Authority getting its Space Port License to ensure there is no opportunity for job creation and substantial economic development that the Authority is not ready for in supporting the surrounding communities.

I would be grateful for the Board's sincere consideration in recognizing these accomplishments and additional responsibilities that no other Director has ever attempted or had to do and understand the additional workload. This is all in addition to the responsibility of running three public use airports, seven rental properties, and the self-storage facility.

I am very fortunate that I truly love my job, so thank you for the opportunity and continued support. I simply do not have bad days and I never slow down. I can promise each of you things will still continue to get better.

The dedicated focus on always improving relations with everyone from all elected officials, to local consultants and contractors, to the Airport Authority's overall imagine in the surrounding communities is of the highest priority. Attention to detail, improved relations and being strongly focused on customer service are proud accomplishments in serving the needs of the valued tenants and users of the three airports; Arthur Dunn Airpark, Space Coast Regional Airport, and Merritt Island Airport.

The tremendous advantage of working daily with the corporate tenants, t-hangar tenants, the Tower, and our neighbors on airport specific situations has given me great insight to the current issues facing the aviation industry as a whole and the Titusville-Cocoa Airport Authority as well as a firm understanding of the most desirable and expeditious direction to lead our airports into the future. I consider it an honor to serve the aviation needs of the good folks of our three airports from the City of Titusville, Brevard County, and throughout the nation. I will continue to better myself to always ensure the best service possible to all of you. I will always be here when you need me.

Over the last several years that I have had the privilege to serve, things have changed for the better so much that my position almost bears no resemblance to what previous Directors were tasked with for the Authority. With the Board's incredible leadership, insight, and support we are only limited by our imagination. I am fully capable to continuing to pick up speed and make even more wonderful things happen for our valued tenants, the traveling public and the communities we serve. We are honestly becoming a much appreciated, focused, large economic engine for Brevard County.

Everything provided to assist in my evaluation is the same it has been over the past several years (evaluation form, contract language, etc.). The Authority truly has a 24/7 employee that is honored to serve.

Thank you for your valuable time and kind consideration. I sincerely hope the Board feels that my continued proven level of performance and multiple achievements this year warrant your kind consideration for a new Employment Agreement.

We continue to make good things happen for the multitudes of great people we serve.

ALTERNATIVES

The Airport Authority Board could decide to approve or disapprove a new Employment Agreement based on performance, achievements, as well as the extent and growth of responsibilities.

FISCAL IMPACT

The fiscal impact to the Airport Authority is up to the Board of Directors, but a performance bonus works well, if so desired by the Board.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve a new Employment Agreement along with a performance bonus, and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: December 18, 2014

ITEM DESCRIPTION - NEW BUSINESS ITEM C

Discussion and Consideration of Friday, December 26th as an Additional Paid Day Off for Calendar Year 2014.

BACKGROUND

In addition to the normal days off for the holiday, since Christmas falls on Thursday this year, Brevard County and the City of Titusville are also giving their employees off - Friday December 26th.

ISSUES

None identified at this time.

ALTERNATIVES

The Airport Authority Board of Directors could approve or not approve the additional day off for 2014.

FISCAL IMPACT

One extra paid day off for fourteen Airport Authority employees to say thank you for their hard work this year.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the additional paid day off for employees, and (3) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.



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MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael D. Powell, C.M., ACE
Chief Executive Officer

DATE: December 18, 2014

ITEM DESCRIPTION - NEW BUSINESS ITEM D

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

BACKGROUND

The Michael Baker Jr., Inc. is currently conducting the engineering and oversight work for contractors on current projects.

The invoice review is to keep the Board informed and ensure we meet FDOT compliance requirements.

ISSUES

All projects are moving forward.

ALTERNATIVES

If anything regarding the numbers is unclear during the discussion, the Airport Authority Board may ask questions about the costs to ensure everyone is comfortable with the invoices as presented.

FISCAL IMPACT

The current Invoiced Costs for the invoices will be covered by Mr. Brian Russell, of Michael Baker Jr., Inc. in detail at the Board Meeting. The back-up documentation is provided for the Board's convenience of reference.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Concur with approval of the invoiced costs by Michael Baker Jr., Inc. and (2) authorize an Authority Officer or the Chief Executive Officer to execute the necessary documentation upon satisfactory review by legal counsel.