

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on June 18, 2020 at 8:30 a.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. Harry Carswell, Treasurer; Mr. Al Elebash, Secretary; Mr. Roger Molitor; Mr. Donn Mount; Mr. Al Voss; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Adam Bird, Attorney.

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. Carswell seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Appearances – None**Presentations – Mr. Kevin Panik – YouTube Presentation**

Mr. Kevin Panik stated that he wanted to present a two minute video and he also thanked the Board for allowing him to present. Mr. Panik briefly discussed the Airport Authority processes and then proceeded with his video presentation. Mr. Panik narrated the video, stating that it was footage of a hangar development at Deland Airport, which were condos and had store fronts for small businesses. Mr. Panik stated that he believed the cost was about \$24,000, and that he felt that it might be a good idea for the Airport Authority to look at other opportunities and branch out. Mr. Sansom asked Mr. Powell to contact the builder of the development to see if they wanted to submit a proposal to the Airport Authority for something similar. Discussion continued.

Consent Agenda**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:****1. May 21, 2020 – Regular Meeting**

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

New Business**Item A – Discussion and Consideration of the Use of CARES Act Fund**

Mr. Powell stated that back-up documentation had been provided to the Board. Mr. Powell stated that one of the proposed uses would be for a metal building at Space Coast Regional Airport and two roof repairs at Merritt Island Airport. Mr. Powell gave an overview the details and the proposed costs.

Mr. Craig stated that he hadn't seen any of this information previously and wondered where the other quotes were. Mr. Powell explained that Staff had reached out for other quotes, but had only received one other so far, in addition to waiting for a third quote for the roofing companies. Discussion continued.

Mr. Sansom suggested that the Board move forward with the items and the concept but wait until the next meeting to move forward with the contractors, once the bid process was completed. Discussion continued.

Mr. Elebash made a motion to table the item until July's Regular Board Meeting. Mr. Craig seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of the 2020-2021 Budget

Mr. Powell gave a brief overview of the item, stating that this was the second presentation of budget to the Board. Discussion of the budget continued.

Mr. Sansom opened the floor to the public. There were no comments.

Mr. Voss entered the meeting at 8:54 a.m.

Item C – Discussion and Consideration of Authority Vehicle Use

Mr. Powell gave an overview of the item, stating that it had been requested to be on the Agenda and that Staff had provided the current travel policy and a draft vehicle use policy that was being worked on.

Mr. Craig stated that in his opinion, vehicle usage to and from home was a pretty high visible item, and so he reached out to Mr. Bird to see if there was a policy on this issue and he found out that there was not. Mr. Craig stated that he wanted to see what the policy was for the whole organization, not just the CEO who had it in his contract. Mr. Craig stated that he was guessing the vehicle usage policy had just been drafted, but he felt that it spoke to a larger measure of the need to update all the policies. Mr. Craig continued to discuss the vehicle policy.

Mr. Sansom asked Mr. Craig what he would like to do on this item. Mr. Craig stated that he would like to get a consensus from the Board as to moving forward to get a plan in place for what it would look like to get a policy revised and what it

would take to get a new policy approved. Mr. Craig stated this would help the Board understand how long it would take and what the Board's responsibility and time commitment would be. Discussion continued.

Mr. Sansom gave Staff and Mr. Bird direction to work on the policies. Discussion continued.

Mr. Carswell stated that he was concerned the Board was putting too much extra work on Staff, and asked the Board if there was money to hire people to help. Mr. Carswell stated that it seemed like the Board was dumping a lot of clerical work on Mr. Powell, when he should be doing CEO business. Discussion continued.

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

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

Mr. McDaniel presented Pay Request Number 2 (Construction) in the amount of \$40,696.87 from Michael Baker International and Pay Request Number 2 (Construction) in the amount of \$141,984.90 from V.A. Paving, Inc., which were for the South Apron & Runway 11/29 Rehabilitation Project at Merritt Island Airport.

Mr. Sansom called for a motion. Mr. Carswell made a motion to approve the invoices. Mr. Voss seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Information Section

CEO Report

Mr. Powell reported that Staff had submitted an application for a strategic spaceport business plan through Space Florida, and it appeared that it was going to be 100% funded. Mr. Powell stated that he was waiting to hear back from Space Florida.

Mr. Powell reported that he had reached out to other Spaceports regarding their costs to do a name change, and he had heard back from Cecil, Colorado Air & Spaceport and Mojave Air & Spaceport. Mr. Powell stated that Cecil said that they hadn't really done anything. Mr. Powell also stated that he was still waiting to get details from Colorado, but they had told him already that most of it had just been administrative. Mr. Powell stated that Ms. Karina Drees from Mojave Air & Spaceport told him that they spent less than \$50,000 since 2012, with the majority of those funds being expensed on new signage.

Mr. Powell reported that Staff was still working with the FAA and FDOT on projects for infrastructure improvements between the three airports.

Mr. Powell reported that the group, International Air Response, had contacted him and were interested in relocating a C-130 from Mississippi to Space Coast Regional Airport.

Mr. Powell stated that Staff continued to work with Mag Aerospace at Space Coast Regional Airport to possibly erect three large hangars at the SW portion of Taxiway D.

Mr. Powell reported that he had corresponded with a space related group, which had expressed interest when they found out that the Airport Authority received FAA approval for spaceport launch license. Mr. Powell stated that he would send the Board a link with the group making a tele-announcement at 11:00 a.m., and that the group was going to follow up with Staff on the following day with the next steps in their endeavor.

Mr. Powell reported that Staff had been working with the County EDC regarding Rocket Crafters. Mr. Powell stated that he had a conference call that afternoon with them. Discussion continued.

Mr. Powell concluded his report.

Attorney Report

Mr. Bird reported that there were some exciting opportunities happening at Space Coast Regional Airport, and that Staff had been working hard to bring some leases and projects to the Board. Mr. Bird stated that he believed they would be able to do that over the next month or so.

Mr. Bird reported that through Ms. Ashley Campbell's hard work, Staff was looking at conducting an online auction sometime in the near future for abandon property from t-hangars and public storage facilities.

Mr. Bird stated that he wanted to make a comment on the public quotes vs. obtaining bids procedure. Mr. Bird stated that Staff had always gone through the correct channels in following the law when it came to those types of things. Mr. Bird stated that he didn't have an issue with Staff going out and getting quotes from friendly entities to get an idea of project costs. Mr. Bird stated that technically job costs wasn't an element they were supposed to consider in a public bid. Mr. Bird stated that the bid procedure was designed to rank responsive bidders, assuming that they were actually responsive, and then enter into negotiations with Board approval with candidate number one, moving on to candidate number two if a deal couldn't be reached.

Mr. Craig discussed the importance of having an approved vendor list. Mr. Craig asked if the CEO had a defined limit of what he could line sign for. Mr. Powell stated that he could sign for anything up to \$25,000 for all expenses. Discussion continued.

Mr. Craig asked Mr. Bird if he had any updates on the Welsh issue and/or the issue at Merritt Island Airport regarding the through-the-fence operation request. Mr. Bird stated that the Welsh issue litigation, as all other county litigations, was up in the air because of COVID-19. Mr. Bird stated that his best guess was that Welsh would functionally be reset for trial. Mr. Bird also stated that, in regards to the issue at Merritt Island Airport, he was currently finishing a legal opinion letter on that, because it was a very complex issue. Mr. Bird stated that there was a title issue with an easement that had existed for several years, in addition to the entire through-the-fence issue, which had a very colored history with the FAA. Mr. Bird stated that the land owner did not have a right in Florida to pursue prescriptive easements against the government. Mr. Bird stated that any issues were subject to a four year limit of the statute of limitations, and the fence was erected in 2003. Mr. Bird stated that ultimately the decision would rest on the FAA on whether or not they would approve a through-the-fence operation. Discussion continued.

Mr. Carswell stated that he was concerned about the approved vendor list, and what would the incentive be for a contractor to bid if there was a consistently lower bidder. Mr. Powell stated that they had run into that problem before, even with three quotes. Discussion continued.

Mr. Bird concluded his report.

Check Register & Budget to Actual - Provided

Administration & Project Reports –Provided

Authority Members Report

Mr. Craig asked Mr. Powell if there was any status on the City of Titusville Fire Department Agreement. Mr. Powell stated that the City's Fire Chief had spoken to Chief Wooldridge and he thought that the City was now moving away from that because locating to this facility would not give them the response time required to have, based on the new development that they would need to cover.

Mr. Sansom stated that the Governor was promising a "bloodbath" of vetoes in order to balance the budget. Mr. Sansom stated that he didn't know what impact that would have on proposed aviation projects.

Public & Tenants Report

Mr. Don White from the EAA at Merritt Island Airport stated that the Young Eagles Event that was scheduled for June 13th had been canceled, and they were rescheduling it for October 24th.

Mr. Kevin Panik stated that he wanted to say that this was a great Board and that he took notes on policies. Mr. Panik added that he was happy to see movement on this issue.

Adjournment

Mr. Sansom stated that the next scheduled meeting was July 16th, and that they would figure out if it was going to be virtual or if there could be a way to do it at the Administrative Building, perhaps with masks on.

Mr. Sansom adjourned the meeting at 10:01 a.m.

JERRY SANSOM, CHAIRMAN

AL ELEBASH, SECRETARY