



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

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

**AGENDA**  
**REGULAR MEETING**  
**JANUARY 17, 2013 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: None
- 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. December 20, 2012 - Regular Meeting
  - b. Resolution Approving an FDOT Supplemental Grant for the ARFF Vehicle at TIX
- VII. OLD BUSINESS: None
- VIII. NEW BUSINESS:
  - a. Consideration and Selection of Firm(s) for General Consulting Services for the Titusville - Cocoa Airport Authority

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR  
FEBRUARY 21, 2013 AT 8:30 A.M.  
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

- b. Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects
- e. 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,

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

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Jerry Sansom  
Chairman



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COI → MERRITT ISLAND AIRPORT  
XZI → ARTHUR DUNN AIRPARK

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#### MEMORANDUM

TO: Members of the Airport Authority

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

DATE: January 17, 2013

#### ITEM DESCRIPTION - NEW BUSINESS ITEM A

Consideration and Selection of Firm(s) for General Consulting Services for the Titusville - Cocoa Airport Authority

#### BACKGROUND

As required every five (5) years, the Airport Authority advertised in preparation of receiving Expressions of Interest and Qualifications from firms interested in providing proposals for general consulting services to the Titusville - Cocoa Airport Authority over the next five (5) years.

By December 28, 2012 the Titusville - Cocoa Airport Authority had received impressive proposals from eight (8) quality firms:

1. ZHA, Inc.
2. TLC Engineering
3. Morgan and Associates
4. Hoyle, Tanner & Associates, Inc.
5. CPH
6. Michael Baker, Jr., Inc.
7. Avcon, Inc.
8. AEC, Inc

The submitted proposals have already been distributed to the Airport Authority Board Members to help ensure enough time to review the material.

#### ISSUES

Although the eight (8) proposals submitted were all impressive and well done, based on the project activity between the three airports, Staff recommends only two (2) firms should be chosen.

Staff's recommendation of firms to provide general consulting services is based on, but not limited to, a combination of the firms' matched experience to the services outlined in the advertised Request for Expressions of Interest, the presentation of the proposal along with the firms' ability to follow and meet the request for information

outlined in the advertisement, as well as the references for past projects.

#### **ALTERNATIVES**

The Airport Authority Board could disagree with Staff's recommendation and chose other and/or additional firms.

#### **FISCAL IMPACT**

There would be no fiscal impact at this time.

#### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) select Airport Engineering Company, Inc and The Michael Baker, Jr., Inc. for general consulting services over the next five (5) years, as they most closely align with the Authority's focus 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:** January 17, 2013

**ITEM DESCRIPTION – NEW BUSINESS ITEM B**

Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects

**BACKGROUND**

Airport Engineering Company is currently conducting the engineering and oversight work for various 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 Pendleton, of AEC, 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 Airport Engineering Company 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: January 17, 2013

#### ITEM DESCRIPTION - NEW BUSINESS ITEM C

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.