



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
FEBRUARY 20, 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: 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. February 20, 2014 - Regular Meeting
- b. Resolution Approving an FDOT Supplemental Grant for the Purchase and Installation of Fire Hydrants for the T-Hangar Area at X21

VII. OLD BUSINESS:

- a. Discussion and Consideration of Rent Abatement for Bristow Academy to Offset Repair Costs to 6995 TICO Rd.
- b. Discussion and Consideration of an Agreement with Rocket Crafters, Inc.

NEXT REGULARLY SCHEDULED AUTHORITY MEETING IS TENTATIVELY SCHEDULED FOR
March 20, 2014 AT 8:30 A.M.
ADDITIONAL INFORMATION ON AGENDA ITEMS CAN BE OBTAINED BY CONTACTING 267-8780.

VIII. NEW BUSINESS:

- a. Discussion and Consideration of Self-funded Vehicles
- b. Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding Current Projects
- c. 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
XEI → 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: February 20, 2014

ITEM DESCRIPTION - OLD BUSINESS ITEM A

Discussion and Consideration of Rent Abatement for Bristow Academy to Offset Repair Costs to 6995 TICO Rd.

BACKGROUND

At the November 21, 2013 Board Meeting, the Board of Directors very kindly approved rent abatement for Bristow Academy for Building 6995 TICO Rd.

Bristow Academy has leased the facilities at 6995 TICO Rd since May 2005 and wishes to continue leasing the building but quite a few repairs are needed. Please review the attached documentation for more detail, but rather extensive roof and AC work is needed for the building to remain habitable.

ISSUES

Bristow's letter requesting approval of rent abatement was based on an initial estimate Staff thought was rather hi and asked for another one. The second quote (attached) is for significantly less.

Based on the second quote of \$33,000 as opposed to the first at \$85,000, Staff requested and the Board approved allowing up to \$50,000 - verifiable repair work to be considered for rent abatement would be fair to both parties.

The work has commenced and Bristow's updated cost for all repairs is just under \$44,000.

Bristow's lease for 6995 TICO Road is up in May 2015 and Bristow has asked if they decide to vacate the building at that time would the Authority apply any remaining abatement to any other lease of theirs since they still spent the money on repairs to our facility.

ALTERNATIVES

The Airport Authority Board has already approved the rent abatement up to \$50,000 of verifiable costs spread out over two years, but Bristow has indicated they may end up giving back the building at the lease term's end - May 2015. Since Bristow's term will end before the two year approved abatement period, the Board could allow the total amount abated over any lease, could decide not to approve any rent abatement for the improvements

made to 6995 TICO Rd past the lease date, if they return building 6995, or approve only a portion.

FISCAL IMPACT

The fiscal impact to the Airport Authority for rent abatement based on improvements to 6995 TICO Rd. is respectfully requested up to \$50,000 - verifiable, over a two year period unless the Board changes it.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve request for rent abatement for improvements made to 6995 TICO Rd. up to \$50,000 over the two year period and allow it to be paid toward any other lease, if Bristow returns the building at the term's end, 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: February 20, 2014

ITEM DESCRIPTION - OLD BUSINESS ITEM B

Discussion and Consideration of an Agreement with Rocket Crafters, Inc.

BACKGROUND

Rocket Crafters, Inc was initially going to relocate and occupy office space in the administration building in April. A lease was approved, but as part of a sponsorship from the headquartered airport, the Authority staff was working on seven month rent abatement as sponsorship for a large research report to be given to the FAA to help with streamlining the spaceport license application process.

The research report ran into delays, so The Authority Board kindly approved a six month rent abatement to cover rent of the wing and CANM fees in exchange for Rocket Crafters assisting the Authority in the pursuit of our spaceport license via their consulting firm. That agreement expired at end of January making Rocket Crafters responsible for full rent required for the wing in the admin building along with all associated costs.

Rocket Crafters is seeking a government contract and has requested an extension on the rent abatement though the end of March, 2014. Rocket Crafters mentioned they were under the impression that utilities, etc.. was also included and wishes to ask for forgiveness on the utility fees as well for the duration they have had the wing along with the extension period requested.

ISSUES

The following is currently what Rocket Crafters owes on the lease based on the original agreement:

Admin Wing Lease - \$4,442.02 (February and March)

Wing Utility Fees August - \$235.29

Wing Utility Fees September & October - \$934.94

Wing Utility Fees November & December - \$894.69

Wing Utility Fees January (roughly) - \$235.29

Wing Utility Fees February (roughly) - \$235.29

Wing Utility Fees March (roughly) - \$235.29

CAM fees for the 2013 year \$621.59

Total owed & past due on Lease - with two month extension - \$7,834.40

ALTERNATIVES

The Authority Board could approve or disapprove of the two month extension of the partnership with Rocket Crafters along with waiving the utility fees that were not part of the original agreement.

FISCAL IMPACT

The attached letter from Mr. Paul Larsen, CEO of Rocket Crafters, details the initial fiscal impact (\$12,588.72) and the benefit to the Authority for this partnership. The extension will cost another \$7,834.40 for a total to Rocket Crafters through the end of March of \$20,423.12.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the proposed request for allowing a two month extension to the six month rent abatement for consulting services along with waiving the utilities for that approved duration 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: February 20, 2014

ITEM DESCRIPTION - NEW BUSINESS ITEM A

Discussion and Consideration of Self-funded Vehicles for Maintenance and Fire

BACKGROUND

In an ongoing effort to continue the high level of service to our valued tenants and airport users, Staff respectfully requests the Board's kind consideration. The important purchases that Staff requests consideration from the Board is for two specialized vehicles. One vehicle is a one ton specialized vehicle for Maintenance with lights, radios, and aftermarket large tool box bed, etc..to allow Maintenance to carry the tools/support equipment needed from airport to airport. The second is a specialized ARFF SUV with lights, radios, and other specialized equipment for the new Fire Chief.

Using the government (Florida Association of Counties)website to get the best bid, the estimated costs for both vehicles is approximately \$90,000. \$55,000 for the one ton truck and \$35,000 for the SUV.

Total - \$90,000

ISSUES

The Maintenance Vehicle fleet is getting rather old with ever increasing mileage on the vehicles. More replacements of equipment and vehicles will be needed in the near future.

ALTERNATIVES

The Airport Authority Board could decide to approve the requested fully-funded vehicles, approve only one of them, request modifications to one or both of the requested vehicles, or deny them altogether.

FISCAL IMPACT

The total fiscal impact for both specialized vehicles is estimated at \$90,000.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve both requested fully funded, or self-funded vehicles, and (2) authorize an Authority Officer or the CEO 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: February 20, 2014

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: February 20, 2014

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.