

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on December 15, 2016 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Mr. Jay Stalrit, Vice Chairman; Mr. Milo Zonka, Treasurer; Dr. David Hosley; Dr. John Leavitt; Mr. Michael D. Powell, C.M., ACE, CEO; Mr. Timothy Pickles, Esq., Airport Attorney. Mr. Harry Carswell and Dr. Wasim Niazi were 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 changes or additions to the Agenda. Dr. Leavitt stated that he would like to add an item to discuss charging a \$250 deposit to sign up for the t-hangar waiting list. Mr. Powell stated that they could add it as Item D. Dr. Hosley made a motion to approve the Agenda as amended. Mr. Stalrit 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. November 17, 2016 – Regular Meeting****Item B – 2017 Board Meeting Schedule**

Mr. Stalrit made a motion to approve the consent agenda as presented. Mr. Zonka seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business – None**New Business****Item A – Discussion and Consideration of a Space Use Permit for Precision Exotics at Space Coast Regional Airport**

Mr. Powell gave an overview of the item, stating that Eric Nelson from Precision Exotics was in attendance. Mr. Nelson stated that they were located at the Space

Coast Regional Airport previously and would like to come back for another season. Mr. Nelson stated that the intended date would need to be amended because the cars were in maintenance, which could delay operations for 2 weeks to 2 months. Mr. Sansom suggested that the Board approve for Mr. Powell to sign the Space Use Permit and to put the date in whenever they signed. Discussion continued.

Mr. Stalrit made a motion to approve the Space Use Permit with Mr. Powell signing and inserting the lease date upon move in. Dr. Leavitt Seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of the Evaluations and Performance of the Chief Executive Officer Over the Past Year

Mr. Powell gave a brief overview of the item, stating that it was the same as always and there was no increase requested. Discussion continued.

The Board discussed the terms of Mr. Powell's contract and thanked Mr. Powell for his great work.

Mr. Zonka made a motion to approve the extension of Mr. Powell's contract. Mr. Stalrit seconded. Mr. Sansom called the question. There were no objections. Motion passed.

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

Mr. Powell gave an overview of the item and turned the floor over to Mr. McDaniel.

Mr. McDaniel presented Pay Request Number 18 in the amount of \$2,801.19 from Michael Baker and Pay Request Number 19 in the amount of \$5,727.20 from Michael Baker, which were for the Runway Safety Area Improvements Construction Project at Merritt Island Airport. Mr. McDaniel gave a brief update on the status of the project. Discussion continued.

Mr. Zonka made a motion to approve the invoices. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Zonka asked Mr. McDaniel to update the Board on the status of the Spaceport License Application. Mr. McDaniel updated the Board, stating that the FAA was saying it wouldn't be final until October and possibly later because of more reviews. Mr. McDaniel stated that the application and EA would be completed in January, then it would go through the process followed by a public hearing. Mr. Zonka suggested that the Board get a monthly status report on the process, which would create a documented history. Mr. McDaniel stated he would be happy to do that. Discussion continued.

Item D – Discussion of Charging a Deposit for Hangar Waiting List Applicants

Dr. Leavitt stated that he had looked at the waiting lists and that it was hard to validate, adding that one way to keep the list down was to charge a deposit. The Board concurred that it may be a good idea. Discussion continued.

Mr. Sansom asked Mr. Powell to add the deposit discussion to the next meeting agenda as an action item.

Information Section

CEO Report

Mr. Powell reported that a couple of months ago the Board had received an update on the Economic Development Strategic Plan for the City of Titusville and how to market properties, and the Board had asked if the Airport Authority was doing everything they could to market their properties. Mr. Powell stated that Staff had reached out to see how the Airport Authority could improve their marketing strategy by using the City of Titusville and whatever mechanism they were using in order to get more people helping to get the word out. Mr. Powell stated that Staff had an opportunity to speak with Ms. Holly Carver who was in real estate to talk about possibilities and options regarding properties. Mr. Powell stated that they discussed how the Airport Authority would go about paying someone on a commission basis as a governmental entity that received grants. Mr. Powell stated that Staff also reached out to the Melbourne Airport and had a conversation with their Director of Real Estate, who provide their seven point policy that showed a percentage of whatever the ground lease was went back to the broker over a period of time. Mr. Powell stated that he spoke with a gentleman named Mr. Brian Lightle who was a broker that specifically focused on commercial real estate. Mr. Powell stated that Mr. Lightle said it would be in the Airport Authority's best interest to work with local experts with possible connections to International Companies. Discussion continued.

Mr. Sansom requested that the Board consider the real estate broker and have Mr. Powell bring it back to the Board, in addition to giving him direction on which style. The Board concurred that they would like to go the Request for Proposals route.

Mr. Powell reported that the C-17 operations went well. Discussion continued.

Mr. Powell reported that he had followed up with the site coordinator from FPL regarding the staging area at Space Coast Regional Airport, and that they now understood that they needed to take care of the airport tenants first in the case of an outage.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles stated that there would be an Executive Session and that the current meeting would recess and reconvene after the session was over.

Mr. Pickles discussed the KB Homes issue, and stated that the Board could take either position, in favor of or against, and wouldn't be violating grant assurances. Discussion continued.

Mr. Zonka stated that he believed the Airport Authority should oppose the development. Discussion continued.

Mr. Pickles concluded his report.

Check Register & Budget to Actual

Mr. Powell stated that the reports were provided and would answer any questions.

Administration & Project Reports

Mr. Powell stated that he had some discussions with outside businesses and working with a gentleman who wanted to possibly build a hangar at Space Coast Regional Airport. Discussion continued.

Mr. Sansom asked about the dip in the runway at Merritt Island Airport. Mr. Mc Daniel stated that an analysis was done and there was a lot of loose soil underneath and that there were two options to fix it; One, they could dig it up and construct or Two, they could bore small borings in a pattern and then do a milling overlay, which could be done at night but was very costly. Discussion continued.

Mr. Zonka asked if funding was received for this project, would it come at the expense of another project. Mr. Powell stated that it would have to come at the expense of another. Discussion continued.

Authority Members Report

Dr. Leavitt stated that he wondered if Bristow was having troubles and would that put the Airport Authority revenue stream at risk. Mr. Powell stated that it would be significant, but wasn't sure of any troubles he had heard of and shared that Bristow had mentioned some time back that they were possibly close to having some big contracts and had started on an upswing.

Mr. Stalrit stated that he had heard positive feedback on the C-17 operations. Discussion continued.

Mr. Sansom stated that he had a conversation with Mr. Frank DiBello who had indicated that the space center was looking at how they could get the Airport Authority involved in operations at the Shuttle Landing Facility. Mr. Sansom

stated that the Authority could have been helpful to them if they got them involved sooner. Mr. Sansom discussed Florida legislation.

Mr. Stalrit left the meeting at 10:15 a.m.

Public & Tenants Report

Mr. Don White stated that the Toys for Tots event was very successful, and that they served about 200 breakfasts. Mr. White stated that the upcoming Young Eagles event had been moved to March 25th rather than March 11th. Discussion continued.

Mr. Sansom recessed the regular meeting at 10:20 a.m. in order to hold an Executive Session.

Mr. Sansom reconvened the regular meeting at 10:44 a.m.

Adjournment

Mr. Sansom adjourned the meeting at 10:45 a.m.

JERRY SANSOM, CHAIRMAN

HARRY CARSWELL, SECRETARY