

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on March 18, 2021 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 in person: Mr. Donn Mount, Acting Chair/Treasurer; Mr. Al Elebash, Secretary; Mr. Roger Molitor; Mr. Michael D. Powell C.M, ACE, CEO; Mr. Justin Hopman, ACE, Interim Airport Director; Mr. Adam Bird, Attorney. The following members were present via video conference; Mr. John Craig, Vice Chairman; Mr. Jerry Sansom; Mr. Mark Grainger; Mr. Al Voss was absent.

Call to Order

Mr. Mount called the meeting to order and determined that a quorum was not present. Mr. Craig stated that since there was not a quorum present, the board could still discuss some of the things that were on the agenda. Mr. Craig stated that the board could still give direction to the attorney and Mr. Hopman on how to conduct the search for the CEO's replacement. Discussion continued.

Mr. Craig stated that there were several entities that had reached out to give assistance on the search, including the County. Mr. Sansom asked if the County had offered to help assist on the costs of a search firm. Mr. Craig stated that it wasn't offered, but he didn't ask either. Mr. Sansom stated that it might be something that the board should explore. Discussion continued.

Mr. Mount stated that he preferred to do the search in house, without the assistance and cost of a firm, unless the candidates didn't meet expectations. Mr. Mount stated that the board just needed to come up with a plan. Mr. Molitor concurred. Mr. Elebash stated that the first thing the Airport Authority needed was a job description. Mr. Mount stated that Steve Borowski from Valkaria Airport and a couple of other retired experts from FAA and FDOT were willing to help the Airport Authority formulate a plan. Discussion continued.

Mr. Mount stated that perhaps the Board should hold a special meeting, and asked if there would have to be a quorum in order to do that. Mr. Bird stated that the Board could hold the meeting, but if there was no quorum they couldn't take any action. Mr. Bird stated that they may want to use a date when enough board members were available to make a quorum. Mr. Mount polled the Board to see when they would be available. The Board came to a consensus that there would be a Special Meeting on Thursday, March 25th at 8:30 a.m., with the agenda being to make a decision on a job description and salary range for the CEO replacement, as well as a time frame. Discussion continued.

Discussion

Mr. Hopman gave an update on his transition into the Interim Director position, stating that a temporary CPA had been hired to help bridge the gap until the new

director came on and hired whoever they wanted to take the position of Finance Manager.

Mr. Hopman gave an update on the hangar inspections, and presented the Board with a Power Point presentation showing the progress. Discussion continued.

Mr. Hopman stated that there were invoices that needed to be presented and approved, but hopefully that could be done at the special meeting as long as there was a quorum. Mr. Hopman stated that there had been a discussion with FDOT to perhaps lift the requirement of reading and approving the invoices, and turned the floor over to Mr. Aaron McDaniel from Michael Baker International to explain. Mr. McDaniel stated that he had spoken with Ms. Allison McCuddy from FDOT who was working with management and that the requirement to read the invoices to the Board was still there, but last year they had released the requirement to provide the meeting minutes. Mr. McDaniel stated that the Ms. McCuddy was open to discussing it and would get back to him at a later date. Discussion continued.

Mr. Molitor asked about the truck purchases that had been on the agenda for approval. Mr. Hopman explained that over the last few years the majority of the fleet vehicles had been replaced, and gave a brief description of the last two vehicles that needed to be replaced. Discussion continued.

Mr. Mount asked Mr. Hopman to put the vehicle purchase approval on the agenda for the next meeting.

Attorney Report

Mr. Bird stated that he was prepared to talk about Mr. Hopman's compensation and classification plan, as well as potentially go over some of the Sunshine Law issues that go into the search process. Mr. Bird stated that it was probably better to wait for the next meeting to go over those things, but he would happy to discuss them now if the Board so desired. Mr. Mount asked if both of those items needed Board approval. Mr. Bird stated that in regards to Mr. Hopman's compensation and classification, it would need Board approval, but the Sunshine matter didn't need approval. Mr. Mount asked Mr. Bird to send that information out before the next meeting. Mr. Bird stated that he would.

Presentation by Mr. Aaron McDaniel

Mr. Mount turned the floor over to Mr. McDaniel. Mr. McDaniel stated that the Board had asked him to put together some quick drawings about some revenue producing projects that Airport Authority could choose to move on. Mr. McDaniel handed the drawings out to the Board and went through each prospective project by airport. Discussion continued.

Discussion

Mr. Mount stated that one of the things the Board discussed at the last meeting was the grant reimbursements from FDOT and FAA, and wanted to know if there were any reimbursements received since the last provided report. Mr. Powell asked Ms. Ashley Campbell to explain the Cash Position sheet that had been provided, and where the Airport Authority was with the reimbursables. Ms. Campbell stated that the financials were actually from the end of February and a good amount of that receivable would be in the account in reports for March. Ms. Campbell stated that she provided a list of all the draws that had been processed and draws that were awaiting approval at a board meeting which could be processed. Discussion continued.

The Board discussed the proposed revenue building projects at TIX that Mr. McDaniel had presented. Discussion continued.

Public & Tenants Report - None

Adjournment

Mr. Mount adjourned the meeting at 10:08 a.m.

DONN MOUNT, ACTING CHAIRMAN

AL ELEBASH, SECRETARY