

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

A Special Meeting of the Titusville - Cocoa Airport Authority was held on March 25, 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: Mr. John Craig, Vice Chairman; Mr. Donn Mount, Treasurer; Mr. Al Elebash, Secretary; Mr. Roger Molitor; Mr. Al Voss; Mr. Justin Hopman, ACE, Interim Airport Director; Mr. Adam Bird, Attorney. Mr. Jerry Sansom and Mr. Mark Grainger were in attendance via video conference.

**Call to Order**

Mr. Craig called the meeting to order and determined that a quorum was present.

**Approval of the Agenda**

Mr. Craig asked if there were any proposed changes to the Agenda. Seeing none, Mr. Craig called for a motion to approve the Agenda as presented. Mr. Elebash made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**Appearances – None****Presentations – TCAA Fire Chief Presentation of NFPA 409 TCAA Rules and Regulations**

Mr. Justin Hopman gave a brief overview, stating that at the last regular board meeting there was discussion about what could and could not be done in the hangars, so he thought it would be a good idea to have Chief Wooldridge come and discuss the NFPA requirements. Mr. Hopman turned the floor over to Chief Wooldridge.

Chief Wooldridge gave a Power Point Presentation, discussing each airport and the violations that were found in some of the t-hangars, as well as the TCAA Rules and Regulations and the NFPA 409 Standard on Aircraft Hangars. Discussion ensued amongst the Board.

Mr. Craig gave Staff the direction to reach out to Mr. Steve Borowski the Director of Aviation for Brevard County, and have him come and visit each of the Airport Authority's airports to assess the situation and give suggestions on leases, hangar locks and regulations. Discussion continued.

Mr. Mount asked about Chief Wooldridge about hangar tenants having insurance. Chief Wooldridge stated that he talked to several entities that leased hangars and almost everybody stated that the Airport Authority needed to get copies of insurance policies from the tenants with the Authority being named as additional insured. Chief Wooldridge stated that there was no insurance criteria in the lease

language. Mr. Craig asked Mr. Bird to investigate what the insurance basics would be from a legal standpoint. Mr. Bird stated that he would. Discussion continued.

## **Consent Agenda**

### **Item A – Approval of the Titusville-Cocoa Airport Authority Minutes:**

1. February 18, 2021 – Regular Meeting
2. March 5, 2021 – Special Meeting

Mr. Craig called for a motion to approve the Consent Agenda. Mr. Mount made a motion to approve the Consent Agenda as presented. Mr. Molitor seconded. Mr. Craig called the question. There were no objections. Motion passed.

## **Old Business**

### **Item A – Investigative Findings of TCAA Counsel – Complaint Submitted by TCAA Fire Chief Terry Wooldridge**

Mr. Bird stated that he didn't have anything to add to his initial presentation, but if there were any additional questions he would be happy to answer them at this time.

Mr. Craig asked if the Board wanted to give any direction to Mr. Bird or Mr. Hopman, stating that there was a complaint that was sitting out and something would have to be done. Mr. Mount stated that there was still an investigation with the State Commission on Ethics that was pending, and asked if anything had happened on that. Mr. Bird stated that he had not been notified of any findings so far. Mr. Mount stated that it was about as far as the Airport Authority could go until the Ethics portion was completed. Discussion continued.

Mr. Voss made a motion to postpone the item. Mr. Molitor seconded. Mr. Craig called the question. There were no objections. Motion passed.

### **Item B – Discussion and Approval of Two New Vehicles for the Facilities Department**

Mr. Hopman gave an overview of the item, stating that it had been discussed at the last meeting, but since there was not a quorum, no action could be taken. Mr. Mount made a motion to approve the purchase of the vehicles. Mr. Elebash seconded. Discussion continued.

Mr. Craig called the question. All voted aye. Motion passed.

### **Item C – Discussion of Job Description, Title and Pay Range for the CEO's Replacement**

Mr. Craig asked the Board if they were able to have a look at the job description and materials that Mr. Aaron McDaniel from Michael Baker had drafted. Mr.

Craig stated that he didn't feel there was any action that needed to be taken at this point and it was probably more of a discussion item.

Mr. Mount stated that he felt the term CEO should change. Mr. Mount also provided copies of some changes he was suggesting to Mr. McDaniel's document, stating that he also had a copy of a job description of an Airport Manager job that had been advertised through the Florida Airport Council.

Mr. Craig stated that one of the firms that had provided a proposal reached out and provided a proposal regarding an organizational alignment. Mr. Craig stated that it raised the question as to how the organization needed to look, in regards to possible titles for the CEO replacement, and what it was that the Airport Authority wanted that individual to do. Discussion continued.

Mr. Mount stated that he spoke with Jerry Visco, head of Human Resources of Brevard County about the possibility of the County helping out with the advertisement, as well as Florida Airport Council and AAAE. Mr. Mount stated that he would rather put the advertisement out to those entities rather than pay a firm to do it.

Mr. Craig discussed a timeline for the search, stating that they would need to discuss compensating Mr. Hopman for the added responsibilities and the budget process was coming up. Mr. Craig stated that they could get a basic budget out and then amend it along the way, noting that there would probably be significant changes based on what the auditors had told the Board. Mr. Craig suggested holding a special workshop that concentrated just on that timeline and then giving Mr. Hopman direction to execute ideas based on the workshop, in turn coming back to the Board for a final vote. Discussion continued.

Mr. Hopman stated that the most urgent thing for him right now was to have the ability to hire staff, stating that the Airport Authority was down two positions in Facilities and the growing season was coming up. Mr. Hopman stated that the Finance Manager position had a lot to transfer over, but he had hired a temporary CPA, but he was under the impression she didn't want to do it long term. Mr. Hopman stated that the CPA recommended hiring a clerk to help with the day to day operations. Discussion continued.

Mr. Grainger stated that he had concerns that Mr. Hopman was considered a manager, and Chief Wooldridge was reporting to him, but Chief Wooldridge was a director. Mr. Grainger stated that he felt that needed to be corrected at this Board meeting because it wasn't a proper organizational structure. Mr. Bird stated that his understanding of the Board action regarding that was to elevate Mr. Hopman to the position of Director. Mr. Grainger stated that compensation should be addressed. Discussion continued.

Mr. Bird explained the levels of the positions and the pay range for each level. Mr. Bird stated that the level seven pay range which was exclusively assigned to the Executive Director position had a pay range that topped out at \$85,280. Mr. Bird

stated that the level eight range was exclusive to the CEO position and had no limit on the pay range. Mr. Bird continued to explain the reasons for giving an increase. Mr. Bird also stated that government employees cannot be retroactively paid unless it was for a reclassification. Discussion continued.

Mr. Craig asked the Board what they would like to do. Mr. Craig stated that he wanted to compensate Mr. Hopman appropriately, but he was not a big fan of re-writing a contract and he felt it would be best to stay within the classification system. Discussion continued.

Mr. Bird recommended that the Board reclassify Mr. Hopman as Executive Director for payment. Mr. Craig stated that he felt there was a consensus that it was the way the Board wanted to go, and asked Mr. Bird to state the motion. Mr. Bird stated the motion to reclassify Mr. Hopman as a Level 7 Executive Director under the Airport Authority classification plan going back to March 5, 2021 with a salary of \$85,280 annually. Mr. Elebash made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Mr. Craig suggested holding a workshop to discuss more of the details of the job search and polled the Board to see what dates would work for everyone. The Board came to the consensus to hold a workshop on Monday, April 5<sup>th</sup>, 2021 at 3:00 p.m. Discussion continued.

### **New Business**

#### **Item A – Discussion and Selection of a Chairman and Vice Chairman to the Airport Authority Board of Directors**

Mr. Craig opened the floor for nominations. Mr. Sansom nominated Mr. Craig for Chairman. Mr. Craig stated he would be happy to serve as Chairman. There were no additional nominations. Mr. Voss made a motion to elect Mr. Craig as Chairman. Mr. Elebash seconded. Mr. Craig called the question. There were no objections. Motion passed.

Mr. Craig opened the floor for nominations for a Vice Chairman. Mr. Molitor nominated Mr. Mount. Mr. Mount nominated Mr. Elebash. Mr. Elebash stated that he would like to decline. Mr. Mount stated that he was Treasurer and wasn't sure if he could hold two positions. Mr. Bird stated that he could. Mr. Craig closed the nominations. Mr. Elebash made a motion to elect Mr. Mount as Vice Chairman. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

#### **Item B – Discussion and Consideration of an Amendment to the Lease for Building 51 at TIX**

Mr. Hopman gave a brief overview of the item, stating that the tenants in Building 51 at Space Coast Regional Airport, Global Aviation, were seeking an amendment to their lease to a one year lease with two, six month options. Discussion continued.

Mr. Elebash made a motion to approve the amendment. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

**Item C – Discussion and Consideration of Supplemental Staff Services by the General Consulting Firms**

Mr. Hopman gave an overview of the item, stating that during the transition at the Airport Authority, Staff would like approval to utilize the extra services of the consultants to assist. Mr. Hopman stated that Staff had provided copies of the draft supplemental agreements by Michael Baker International and AVCON. Mr. Craig stated that the supplemental staff services would be used at Mr. Hopman's discretion. Discussion continued.

Mr. Molitor made a motion to approve the agreements. Mr. Mount seconded. Discussion continued.

Mr. Craig called the question. All voted aye. Motion passed.

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

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

Mr. McDaniel presented Pay Request Number 4 in the amount of \$1, 873.82 from Michael Baker, which was for the Hangar 52 Demolition Project at Space Coast Regional Airport. Discussion continued.

Mr. McDaniel presented Pay Request Number 4 in the amount of \$32,515.91 from Michael Baker International, which was for the Runway 9-27 Rehabilitation Project at Space Coast Regional Airport. Discussion continued.

Mr. McDaniel presented Pay Request Number 4-A in the amount of \$12,226.43 from Michael Baker International, which was for the VAC Apron (50/50) Project at Space Coast Regional Airport.

Mr. McDaniel presented Pay Request Number 4-B in the amount of \$6,113.21 from Michael Baker International, which was for the Taxi lane and Apron (80/20) Project at Space Coast Regional Airport.

Mr. McDaniel presented Pay Request Number 9 in the amount of \$304,898/36 from V.A. Paving, Inc. and Pay Request Number 9 in the amount of \$46,821.67 from Michael Baker International, which were for the South Apron & Runway 11/29 Rehabilitation Project at Merritt Island Airport. Discussion continued.

Mr. Molitor made a motion to approve the invoices. Mr. Elebash seconded. Mr. Craig called the question. There were no objections. Motion passed.

**Item E – Discussion by Mr. Rob Hambrecht of Recent Invoiced Costs by AVCON and Contractors Regarding Current Projects**

Mr. Craig turned the floor over to Mr. Hambrecht.

Mr. Hambrecht presented Pay Request Number 3 – Final in the amount of \$22,432.00 from Aviation Construction & Electric, LLC, which was for the PAPI Replacement Project at Arthur Dunn Airpark. Discussion continued.

Mr. Craig stated that he felt the consultants worked for the administration and he would like to see leadership give updates on the projects instead of the consultants. Discussion continued.

Mr. Molitor made a motion to approve the invoices. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

**Information Section****Interim Airport Director Report**

Mr. Hopman reported that his biggest issue had been hiring staff, which the Board had addressed. Mr. Hopman stated that he would look at the budget and see what could be done. Mr. Hopman stated that if the Airport Authority was holding off on hiring a Finance Manager, at least he could hire a bookkeeper to assist and also continue hiring for the open positions in the Facilities Department. Discussion continued.

Mr. Hopman reported that there were still about 70 hangars that needed to be inspected and Staff would start cutting locks after all efforts of contact had been exhausted. Mr. Hopman stated that he and Mr. Mount had discussed the process of making repairs to the hangars. Discussion continued.

Mr. Hopman concluded his report.

**Attorney Report**

Mr. Bird reported that he was still working on some outstanding issues. Mr. Craig asked Mr. Bird if he could put together a list of what to expect regarding updating the policies and how the procedure should go. Mr. Bird stated that he would.

Mr. Bird concluded his report.

**Check Register & Budget to Actual – Presented****Administration & Project Reports – Presented****Authority Members Report**

Mr. Molitor discussed Exploration Park West and how the Airport Authority could put themselves in a position to be “Shovel Ready”.

Mr. Mount asked about the USATS air conditioning system. Mr. Hopman stated it was out for bid.

Mr. Mount asked Mr. Hopman where the open positions were being posted. Mr. Hopman stated that they were on Career Source and the Airport Authority website.

Mr. Mount discussed the audit, and asked when it would be done. Mr. Hopman stated it was almost complete.

Mr. Mount asked about the terms of the loan. Discussion continued.

Mr. Mount discussed the time the Board meetings were held, and suggested that the Board consider holding them in the afternoon rather than the morning. Discussion continued.

**Public & Tenants Report – None**

**Adjournment**

Mr. Craig adjourned the meeting at 10:30 a.m.

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JOHN CRAIG, CHAIRMAN

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AL ELEBASH, SECRETARY