

TITUSVILLE – COCOA AIRPORT AUTHORITY

A Workshop of the Titusville - Cocoa Airport Authority was held on April 5, 2021 at 3:00 p.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, Chairman; Mr. Donn Mount, Vice Chairman/Treasurer; Mr. Al Elebash, Secretary, via videoconference; Mr. Jerry Sansom, via videoconference; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Mr. Justin Hopman, Interim Executive Director. Mr. Adam Bird, Attorney, was in attendance via videoconference.

Call to Order

Mr. Craig called the workshop meeting to order and gave a brief overview of the protocol of workshops. Mr. Craig stated that at a workshop the Board could discuss a variety of things but couldn't take action on anything regarding policy or anything monetary. Mr. Craig stated that what they could do was give direction to Mr. Hopman to carry out whatever it was, whether it was a job listing or job description. Mr. Craig asked Mr. Hopman if there were any updates based on things that had transpired since the last meeting.

Mr. Hopman stated that there had been some staff changes, and Ms. Ashley Campbell, the Finance Manager, was no longer on staff, and Mr. Powell was no longer present at the office until his end date. Mr. Hopman stated that the auditor's report was finished and there would be a presentation the next Regular Meeting. Mr. Hopman stated that Staff had posted the Accounting Specialist position and there were still Facilities Technician spots posted. Discussion continued.

Mr. Hopman stated that a representative from FDOT was coming over next week to do some training with Staff on the grant process. Discussion continued.

Mr. Craig stated that Mr. Steve Borowski from Valkaria Airport was present.

Mr. Craig stated that he had spoken with Lightle, Beckner & Robison and there seemed to be some confusion as to what the agreement was with them. Mr. Craig asked if Mr. Molitor could get together with Mr. Hopman and try to work out the agreement with them.

Agenda Item III**Item A – Discussion of Job Description, Title and Pay Range for the CEO's Replacement**

Mr. Craig gave a brief overview of the item, stating that he believed the Board was committed to doing the job search internally. Mr. Craig stated that there were members of the community like Mr. Borowski, the Airport Authority attorney and the County attorney to help with the vetting of candidates. County staff could also

help with interview logistics if and when it came to that point. Discussion continued.

Mr. Adam Bird, attorney, entered the workshop via videoconference.

Mr. Craig asked if there were any questions or concerns regarding the presented job description. Mr. Mount gave a brief overview of the latest amendments to the description, to include the requirement that the candidate should live in Brevard County and have a pilot's license. Discussion continued.

The Board, Mr. Borowski and Mr. Aaron McDaniel from Michael Baker International discussed how to implement knowledge and experience in the space program to further the development of the spaceport at TIX, whether that knowledge and experience would be on the Staff side, or whether to bring someone else in that did. Discussion continued.

Mr. Craig asked the Board what they thought the title should be. The Board came to the consensus that the title should be Director of Airports. Mr. Bird stated that the title would be fine, but the classification system may need to be changed due to the fact the top position was currently identified as a CEO. Discussion continued.

The Board discussed whether the position should be contracted or not. The Board came to the consensus that the position should be contracted because this position serves at the pleasure of the Board and any of the other personnel decisions were controlled by the contracted position. Discussion continued.

The Board discussed the pay range, and came to a consensus that the range should be \$120,000 to \$150,000. Discussion continued.

Mr. Craig stated that the intent was to not discuss the benefits package right now, but asked the Board to start thinking about what they wanted to see in the contract. Mr. Craig also stated that the Board also needed to think about the evaluation system, because he felt the current system was antiquated and not really relevant, stating that it didn't give the Board a good look at what the individual was doing. Discussion continued.

The Board discussed crafting the job description correctly. Mr. Bird agreed to reach out to the County to make sure everything in the description would be legal and correct. Mr. Craig asked Mr. Hopman to work with Mr. Bird and Staff to get the job description posted. Mr. Hopman stated that he would comply. Discussion continued.

The Board came to the consensus that the position should be posted on AAA, Florida Airports Council, on the Airport Authority website and through the County. Mr. Craig asked the Board if they wanted to see the posting before it went public. The Board concurred that they would.

The Board came to the consensus that the posting should be a minimum of two weeks and if they thought they needed more time they would extend it. Discussion continued.

Adjournment

Mr. Craig adjourned the workshop meeting at 4:14 p.m.

JOHN CRAIG, CHAIRMAN

AL ELEBASH, SECRETARY