

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on April 15, 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, Chairman; Mr. Al Elebash, Secretary; Mr. Jerry Sansom, via videoconference; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Mr. Justin Hopman, Interim Executive Director; Mr. Adam Bird, Attorney. Mr. Donn Mount, Vice Chairman/Treasurer, was absent.

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. Molitor made the motion. Mr. Grainger seconded. Mr. Craig 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. March 25, 2021 – Regular Meeting
2. April 05, 2021 – Special Meeting ‘Workshop’

Item B – Resolutions for FDOT Grants

1. Hangar Demolition at Space Coast Regional Airport
2. Runway 9/27 Rehab Design at Space Coast Regional Airport
3. East Side Apron (Valiant Air Command 50/50) at Space Coast Regional Airport
4. Taxi lane and Apron (East Side) at Space Coast Regional Airport
5. North Area Security and Infrastructure at Merritt Island Airport
6. South Apron Project at Merritt Island Airport
7. PAPI Replacement at Merritt Island Airport
8. Corporate Hangar (Grainger 50/50) at Merritt Island Airport

Mr. Hopman stated that Staff was unable to type the minutes, so they would be deferred to the next meeting.

Mr. Hopman stated that the resolutions that were previously approved, but FDOT required them to be rewritten and approved so he could sign for the projects.

Mr. Craig called for a motion to approve the Consent Agenda as amended. Mr. Molitor made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Old Business

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

Mr. Hopman introduced the item, stating that he didn't know if there had been any communication from the State regarding the Ethics investigation. Mr. Craig stated that this discussion would have to be put on the agenda every month and postponed until there was an answer from the state. Mr. Craig called for a motion to postpone the item. Mr. Elebash made the motion to postpone the item until the next Regular Board meeting. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

Item B – Discussion and Consideration of an Extension and Change to the Exclusive Leasing Agreement with Lightle, Beckner & Robison, Inc.

Mr. Hopman gave an overview of the item and discussed the terms Lightle, Beckner & Robison had proposed. Mr. Molitor made a motion to discontinue the agreement. Mr. Bird stated that the item was to approve extension. Mr. Molitor withdrew his motion. Mr. Grainger made a motion to approve the extension for the sake of discussion. Mr. Voss seconded. Discussion continued.

Mr. Craig asked the Board if they wanted a commercial realtor to help rent our properties or not. Mr. Craig stated he wasn't happy with some of the proposed terms. Discussion continued.

Mr. Molitor asked Mr. Bird if there was anything precluding the Airport Authority from doing this on their own. Mr. Bird stated that there wasn't, but a license was required for certain resources. Discussion continued.

Mr. Craig suggested that since Mr. Elebash was a commercial realtor, perhaps he could help Mr. Hopman renegotiate the extension agreement language. The Board directed Mr. Hopman to do that. Discussion continued.

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

New Business

Item A – Discussion and Selection of the Annual Audit Performed by Carr, Riggs & Ingram

Mr. Craig turned the floor over to Yvonne Claiborn and David Molton. Ms. Claiborn presented the annual audit to the Board. Ms. Claiborn directed the Board to page 5, which was the opinion letter of the firm, and then briefly touched on the highlights of the audit.

Ms. Claiborn stated that on September 22nd there would be new standards on leases and commercial leases, so she recommended that Staff take training to be prepared. Ms. Claiborn pointed out some of the material weaknesses found on page 68, noting that historically the Authority had done their accounting on a Cash basis, but they felt the Authority had outgrown that method and recommended moving to an Accrual basis. Ms. Claiborn wrapped up her presentation, stating that the biggest concern was the Airport Authority was no managing the numbers that were meaningful to the organization. Ms. Claiborn opened the floor to questions. Discussion continued.

Mr. Craig called for a motion to accept the audit. Mr. Voss made the motion. Mr. Elebash seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item B – Consideration of Recent Invoiced Costs by Michael Baker International and Contractors Regarding Current Projects

Mr. Hopman presented the following invoices to the Board for approval: Pay Request Number 10 in the amount of \$382,462.79 from V.A. Paving, Inc. and Pay Request Number 10 in the amount of \$18,328.00 from Michael Baker International, which were for the South Apron & Runway 11/29 Rehabilitation Project at Merritt Island Airport.

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

Information Section**Interim Director Report**

Mr. Hopman presented a Power Point Presentation and briefly went through each item. Mr. Hopman stated that he wanted to make sure the Board was in agreement with the posting for the new director before he posted it. Discussion continued.

Mr. Grainger stated that he would like to clean the job description posting up a little and send it to Mr. Hopman. The Board concurred.

Mr. Hopman gave updates on the following projects: Hangar 52 Demolition at TIX, Valiant Air Command Ramp at TIX, Maintenance Storage Building at TIX, North

Area Security and Infrastructure Project at COI, Spaceport Master Plan Grant Application at TIX. Discussion continued.

Mr. Hopman gave an update on the grants receivables, stating that within the last thirty days, the Airport Authority had received \$450,509.33 from the FAA and \$5,530 from FDOT.

Mr. Hopman gave an update on the search for Facilities staff and the Accounting Clerk position.

Mr. Hopman gave an update on the hangar inspections, stating that it was coming along well. Discussion continued.

Mr. Hopman gave an update on the cost of using the consultants for supplemental staff support, stating that so far Michael Baker had billed for 32 hours.

Mr. Hopman discussed some ideas for current communication weaknesses to include message boards for each airport, and increased use of social media. Mr. Craig suggested the possibility of using an intern for helping with some of the digital marketing and social media. Discussion continued.

Mr. Hopman gave an update on a space processing company that was interested in building at Space Coast Regional Airport. Discussion continued.

Mr. Craig discussed the policy updates, stating that the policies should reflect the current legislation and make sure the Human Resources was up to date, focusing on the Whistleblower policy. Mr. Hopman stated that Staff would also like to update the Purchase Order processing policy. Discussion continued.

Mr. Hopman concluded his report.

Attorney Report – None

Check Register

Mr. Hopman stated that only the Check Register had been presented because the balance sheet wasn't accurate.

Project Reports – Presented

Authority Members Report

The Board members discussed the upcoming Air Show in Cocoa Beach and current legislation.

Public & Tenants Report – None

Adjournment

Mr. Craig adjourned the meeting at 10:12 a.m.

JOHN CRAIG, CHAIRMAN

AL ELEBASH, SECRETARY