

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 20, 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. Donn Mount, Vice Chairman/Treasurer; 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.

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. Voss made the motion. Mr. Grainger seconded. Mr. Craig called the question. There were no objections. Motion passed.

Appearances – None**Presentations – Steve Borowski, Director of Aviation for Brevard County/Manager of Valkaria Airport and Lisa Waters, Florida Airports Council President and CEO – Discussion and Presentation of Applicants for TCAA Director of Airports Position**

Mr. Borowski briefly went through the resumes and experiences of the five candidates selected for the short list. Discussion continued.

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

1. March 18, 2021 – Regular Meeting
2. March 25, 2021 – Special Meeting
3. April 05, 2021 – Special Meeting ‘Workshop’
4. April 15, 2021 – Regular Meeting

Mr. Craig called for a motion to approve the Consent Agenda as amended. Mr. Grainger 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 stated that there had been no updates from the State Board of Ethics. Mr. Bird stated that Mr. Hopman had contacted them and was waiting for a return call. Mr. Elebash made a motion to postpone the item. Mr. Grainger 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, stating that he had met with Mr. Elebash and they had looked at different options. Mr. Hopman suggested maybe waiting for the new director to make decision. The Board concurred. Mr. Craig asked Mr. Hopman to convey that information to Lightle, Beckner & Robison.

New Business

Item A – Discussion and Consideration of the Amendment of the Space Coast Executive Jet Center Lease

Mr. Hopman gave an overview of the item, stating that Space Coast Executive Jet Center had been using the ramp temporarily, but wanted to lease it permanently, which would be about \$411 extra per month.

Mr. Elebash made a motion to approve the amendment. Mr. Voss seconded. Discussion continued.

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

Item B – Discussion and Consideration of the Lease of Office Space at Space Coast Regional Airport to Integra Jet, LLC

Mr. Hopman gave an overview of the item, stating that a company called Integra Jet, LLC was interested in renting two offices in Suite 3 of the Administrative Building at Space Coast Regional Airport. Mr. Hopman stated that the monthly amount would be \$630.

Mr. Elebash made a motion to approve the lease. Mr. Voss seconded. Discussion continued.

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

Item C – Discussion and Consideration of an Agreement with Peak Harvest Services at Space Coast Regional Airport

Mr. Hopman gave a brief overview of the item, stating that a company called Peak Harvest was requesting an agreement to harvest palmetto berries from property at Space Coast Regional Airport that was previously an orange grove. Mr. Hopman explained that the company would pay the Airport Authority 20% of what they

received from the harvest. Mr. Hopman stated that the company was licensed and insured. Discussion continued.

Mr. Voss made a motion to approve the agreement. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item D – Discussion and Consideration of Changes to TCAA Policy Section 110.00 Purchasing Procurement

Mr. Hopman gave an overview of the item, stating that the current policy relating to procurement required that Staff pull purchase orders for each item, including monthly bills, which was very time consuming. Mr. Hopman stated that Staff had consulted with several entities on the matter and felt that Staff could be more productive if the policy was amended to include eliminating purchase orders for monthly recurring bills, along with some other small changes.

Mr. Craig asked if there needed to be public comment. Mr. Bird stated that it wasn't necessary because in the present context it complied with Florida Statute 287.017.

Mr. Elebash made a motion to approve the amendment to the policy. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item E – Discussion and Consideration of the Replacement of the Air Conditioning Unit at U.S. Aviation Training Solutions Building

Mr. Hopman gave an overview of the item, stating that the AC system at the USATS building at Space Coast Regional Airport was no longer repairable. Mr. Hopman stated that Staff had gotten three quotes and had gone with the bid of \$27,360. Discussion continued.

Mr. Voss made a motion to approve the repairs. Mr. Grainger seconded. Discussion continued.

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

Item F – 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:

Invoice No. 12-1116184 in the amount of \$29, 513 from Michael Baker International, which was for the North Area Security and Infrastructure Project at Merritt Island Airport.

Invoice No. 1112646 in the amount of \$10,500 from Michael Baker International, which was for the Corporate Hangar Project at Merritt Island Airport.

Pay Request No. 5 in the amount of \$4,082.54 and Pay Request No. 6 in the amount of \$4,500, both from Michael Baker International, and Pay Request No. 1 in the amount of \$33,468.99 and Pay Request No. 2 in the amount of \$84,594.45, both from Nautilus Earth Management, which were for the Hangar 52 Demolition Project at Space Coast Regional Airport.

Mr. Voss made a motion to approve the invoices. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

Item G – Discussion and Consideration of the Proposed 2021-2022 Fiscal Year Budget

Mr. Hopman gave an overview of the preliminary budget. Mr. Craig stated that the item didn't require a vote at this time. Discussion continued.

Ms. Dawn Hannon gave an overview of the Airport Authority's financial status. Discussion continued.

Information Section

Interim Director Report

Mr. Hopman reported that the Airport Authority was going to host the CFASSP meeting at the Valiant Air Command Museum on June 17.

Mr. Hopman briefly gave updates on the projects, and then turned the floor over to Mr. Aaron McDaniel from Michael Baker International to talk about the North American Security and Infrastructure Project at Merritt Island Airport. Mr. McDaniel gave an overview of the progress of the project and discussed permitting issues that had caused delays. Discussion continued.

Mr. McDaniel discussed the proposed road project at Space Coast Regional Airport, and gave a presentation showing the opportunities it would open up at the airport. Discussion continued.

Mr. Hopman stated that Staff had discussed getting more involved with social media platforms and doing some re-branding of the Airport Authority in general. Mr. Hopman stated that the current website domain names were flairport.com and ticoairportauthority.com, but Staff had recently reserved the domain name flyspacecoast.org for future re-branding. Discussion continued.

Mr. Hopman discussed the Part 13 complaint with Mr. DeGrosa at Merritt Island Airport. Discussion continued.

Mr. Hopman stated that he was having a hard time hiring Facilities Staff, and was looking to increase the starting salary for Facilities positions. The Board agreed that there should be a salary increase. Mr. Sansom stated that he felt the board

should formally approve the increase to show support for Mr. Hopman's proposal. Discussion continued.

Mr. Grainger made a voluntary motion to support wage increases as presented in the Interim Director Report. Mr. Voss seconded. Mr. Craig called the question. There were no objections. Motion passed.

Mr. Hopman reported that he and Mr. Mount had toured Arthur Dunn Airpark and Airport Authority owned properties in the vicinity, stating that all of the houses owned by the Airport Authority were run down. Mr. Mount stated that if the Airport Authority received information that would allow the ability to sell the houses, he believed the market would snap them up and the capital could be used for FDOT projects. Discussion continued.

Mr. Hopman concluded his report.

Attorney Report

Mr. Bird reported that he was going to use the Greater Orlando Aviation Authority's whistleblower policy as a model to finish the Airport Authority's policy, because he felt it had good bones and would be a great place to start.

Mr. Bird stated that he received Notice of Trial for the Welsh Construction case, but no date had been set yet.

Mr. Bird concluded his report.

Check Register

Mr. Hopman stated that only the Check Register had been provided.

Project Reports – Provided

Public & Tenants Report

Mr. Craig opened the floor to the public. Mr. Don White presented a chart showing the statistics on the latest Young Eagles event and stated that the next Young Eagles event would be on October 23rd. Mr. White asked what the hangar rent increase was going to be at the start of the fiscal year. Ms. Dawn Hannon stated that it was .4% CPI.

Authority Members Report

Mr. Craig opened the discussion to the timeline and the process of the Executive Director search. Mr. Bird reminded the board that all interviews were subject to the Sunshine Law. Discussion continued.

The Board came to the decision to have a special meeting on June 3rd at 8:00 a.m. to interview the five selected candidates. The interviews would be scheduled 45 minutes apart. Mr. Craig asked the board members to come up with questions to ask the candidates.

Adjournment

Mr. Craig adjourned the meeting at 11:02 a.m.

JOHN CRAIG, CHAIRMAN
