

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on June 17, 2021 at 4:00 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. Roger Molitor, via video-conference; Mr. Al Voss; Mr. Mark Grainger; Ms. Jessica Curry; Mr. Kevin Daugherty, Director of Airports; Mr. Adam Bird, Attorney, via video-conference. 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.

Mr. Bird swore in new Board member, Jessica Curry. Ms. Curry introduced herself and gave a brief background. Discussion continued.

**Approval of the Agenda**

Mr. Craig asked if there were any proposed changes to the Agenda. Mr. Daugherty stated that he had three additions: Arthur Dunn Property Discussion under the Real Estate Item, The Airport Loan and Line of Credit under the Financial Report and a request to add a temporary space permit for Florida East Coast Railroad under Real Estate. Mr. Voss made the motion to approve the agenda as amended. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

**Consent Agenda –**

- a. Approval of Minutes – Regular Board Meeting, July 15, 2021**
- b. Approval of FAA Grant Resolutions for Signatory Authority**

- 1. FAA AIP 3-12-0080-032-2021 (Runway 9 -27 Rehabilitation)**

Mr. Daugherty gave a brief overview of the Consent Agenda. Mr. Grainger made a motion to approve the Consent Agenda. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**New Business**

- a. Approval of Invoices for Projects**

Mr. Daugherty presented the invoices for the VAC Apron Project at Space Coast Regional Airport from Michael Baker International in the amounts of \$27,562.94 and \$10,598.75, which had been provided.

Mr. Daugherty presented the invoices for the Taxilane and Apron Project at Space Coast Regional Airport from Michael Baker International in the amounts of \$22,088.85 and \$6,853.51.

Mr. Daugherty presented and invoice for the Hangar 52 Demolition Project at Space Coast Regional Airport from Nautilus Earth Management in the amount of \$13,179.21.

Mr. Daugherty presented the invoices for the Design and Construction of Corporate Hangar at Merritt Island Airport from Michael Baker International in the amounts of \$24,455.08 and \$9,018.46.

Mr. Craig called for a motion to approve the invoices. Mr. Voss made the motion. Mr. Grainger seconded. Discussion continued.

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

## **Director's Report**

### **a. Capital Improvement Projects Update**

Mr. Daugherty stated that a CIP update had been provided, and explained the new format to the Board. Mr. Daugherty gave a brief update on the projects. Discussion continued.

### **b. Strategic Business Plan Scope of Work**

Mr. Daugherty gave a brief overview of the item, stating that the Strategic Business Plan would cost \$74,465.00 with a 90 day window for completion. Discussion ensued.

Mr. Grainger made a motion to approve the Strategic Business Plan. Mr. Voss seconded. Discussion continued.

Mr. Molitor stated that he felt the By-Laws should be updated. Mr. Craig concurred, and stated that it was something they could look at when the Policies and Procedures were updated. Discussion continued.

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

### **c. FAA Application for Federal Assistance**

Mr. Daugherty stated that all three of the airports individually would be receiving \$32,000 under the new Airport Rescue Grant Program. Mr. Daugherty stated that it was for costs related to operations, personnel, cleaning, sanitation, janitorial services to combat the spread of pathogens at the airports. Mr. Daugherty stated that there was no local match, but it was very specific.

Mr. Craig asked Mr. Bird if the board would need to approve the grants. Mr. Bird stated that it would be the safer play to do that. Mr. Craig called for a motion to approve the grants. Mr. Grainger made the motion. Ms. Curry seconded. Mr. Craig called the question. All voted aye. Motion passed.

**d. Finance Manager Job Description and Posting**

Mr. Daugherty stated that he had been working with Accounting Consultant, Dawn Hannon on the description for a new Finance Manager. Mr. Daugherty stated that they did a lot of research, and had also reached out to the City of Titusville for assistance. Discussion continued.

**Facilities & Operations Manager Report****a. FDOT Airport Annual Inspection Results**

Mr. Justin Hopman, Facilities & Operations Manager, gave an update on the annual FDOT inspections, stating that there were no issues at Arthur Dunn, at Merritt Island there were some ongoing issues with the markings and at Space Coast there were a few trees that needed to be shortened.

**b. Facility Repair Updates**

Mr. Hopman gave an update on the facility repairs, stating that all of the roof leaks at Arthur Dunn had been repaired. Mr. Hopman stated that at Space Coast the next two to three weeks would be spent working on roof leaks and then they would move on to Merritt Island for roof leaks there.

**c. Merritt Island Airport AWOS Update**

Mr. Hopman stated that the AWOS at Merritt Island had been hit by lightning a month and a half ago, but it was very hard to find parts for it. Mr. Hopman stated that as of that day the technician had repaired almost everything. Mr. Hopman mentioned that the AWOS was installed in 2002 and it was getting old, so it, along with the one at Arthur Dunn would need to be replaced. Discussion continued.

**On-Going Board Directives**

Mr. Daugherty stated that he had added this section to the agenda as a place for any extra things that the board wanted to discuss. Mr. Craig named 3 items:

1. Bi-laws and Policies and Procedures updates.
2. Employee Whistleblower Policy established
3. Metrics for coherent feedback and evaluation for the Director

Mr. Craig stated that he would like the evaluation of the Director to be moved from December to February. Discussion continued.

**Marketing Update****a. New Website and Logo**

Mr. Daugherty stated that Staff had contracted with the Quotient Group to develop a new website and logo. Mr. Daugherty stated that he would like the logo to be more corporate-esque and bring it up to modern times, but respecting the heritage of the Airport Authority. Discussion continued.

## **Real Estate Update**

### **a. 6990 Tico Facility**

Mr. Daugherty stated that there was interest from an organization to lease the facility at 6990 Tico Road at Space Coast Regional Airport, but the building did not have internet access. Mr. Daugherty stated that Staff had been investigating the issue on how to provide that access to the building. Discussion continued.

### **b. Vacant Properties at Arthur Dunn Airpark**

Mr. Daugherty stated that there were a lot of vacant homes that the Airport Authority had historically acquired at the Arthur Dunn Airpark vicinity that were in bad shape and needed to be sold and back on the tax roll. Mr. Daugherty stated that the proceeds could help pay off the Airport Authority loan, and that it would be a good idea to hire a real estate agent to help market them. Discussion continued.

Mr. Bird stated that if these properties were on the Airport Layout Plan, it would be a good idea to alert the FAA and get their buy-in. Mr. Bird stated that he would double check everything. Discussion continued.

### **c. Space Use Permit for Florida East Coast Railroad Parking Space**

Mr. Daugherty gave an overview on the terms of the permit. Discussion continued.

Mr. Voss made a motion to approve the permit. Ms. Curry seconded. Discussion continued.

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

## **Attorney's Report**

### **a. Investigation Findings of TCAA Counsel – Complaint Submitted by TCAA Fire Chief Wooldridge**

Mr. Bird stated that he had not heard from the Florida Ethics Investigator. Mr. Craig called for a motion to table the item until the next meeting. Mr. Voss made the motion. Mr. Grainger seconded. Mr. Craig called the question. All voted aye. Motion passed.

### **b. Informal Part 13 Complaint Report Findings**

Mr. Bird stated that there was a challenge by email from the property back to the FAA findings that the grant assurances were not violated as it pertained to 275 Manor Drive in Merritt Island. The Airport Authority wasn't asked to do anything. Mr. Craig asked Mr. Bird to contact Ms. Curry to give her a background on the legal issues. Mr. Bird stated that he would.

### **Airport Financial Report**

Ms. Dawn Hannon, Accounting Consultant, stated that a copy of the Check Register had been provided.

#### **a. Airport Authority Loan and Line of Credit**

Ms. Hannon stated that she and Mr. Daugherty had met with two banks and did an analysis on establishing a line of credit and paying off the Airport Authority's current loan. Ms. Hannon stated that the better deal was through Suntrust, now called Truist. Ms. Hannon stated that they offered a very good interest rate. Discussion continued.

Mr. Craig paused the Regular Board Meeting at 5:01 pm in order to convene the First Budget Hearing.

Mr. Craig reconvened the Regular Board Meeting at 5:04 pm.

Mr. Craig called for a motion to approve the proposed Truist Line of Credit. Mr. Grainger made the motion. Mr. Voss seconded. Discussion continued.

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

### **Authority Members Report**

Mr. Molitor, discussing the check register, asked why the Airport Authority paid \$8,939.00 to the County. Mr. Daugherty stated that it was for employee benefits.

Mr. Voss asked for an update on the palm-berry harvesting. Mr. Hopman gave an update, stating that the harvest wasn't until September. Discussion continued.

Mr. Voss discussed the budget line for maintenance, asking if the amount there, \$90,000.00 would be enough to cover the t-hangar maintenance and repairs. Mr. Daugherty stated that it may not be, and stated that there was a lot of CIP work coming forward and that issue would be part of it. Discussion continued.

Mr. Craig stated that the Board of Directors needed to elect a new Secretary, but he would like to wait for the full board to be in attendance.

### **Public Comment**

Mr. Craig called for public comment. Mr. Daugherty requested to have one of his former engineers, Dr. Mohsen Mohammadi from American Infrastructure

Development, introduce himself to the Board. Dr. Mohammadi introduced himself and gave a brief history of his company, stating that he has worked with Mr. Daugherty for a long time. The Board thanked Dr. Mohammadi. Discussion continued.

### **Adjournment**

Mr. Craig adjourned the meeting at 5:15 a.m.

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JOHN CRAIG, CHAIRMAN

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DONN MOUNT, VICE CHAIR/TREASURER