

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 16, 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. Donn Mount, Vice Chairman/Treasurer; Mr. Roger Molitor; Mr. Al Voss; Mr. Mark Grainger; Ms. Jessica Curry; Mr. Brad Whitmore; Mr. Kevin Daugherty, AAE, Director of Airports; Mr. Adam Bird, Attorney. Mr. John Craig, Chairman, was absent.

A. Call to Order

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

B. Pledge of Allegiance

Mr. Mount asked new board member, Mr. Brad Whitmore to introduce himself to the board. Mr. Whitmore gave a brief introduction and history. Mr. Mount asked new board member, Ms. Jessica Curry, who had been sworn in at the previous board meeting, to re-introduce herself for those board members who were not in attendance at that meeting. Ms. Curry gave a brief introduction.

Mr. Bird swore in new board member, Mr. Brad Whitmore.

C. Approval of the Agenda

Mr. Mount asked if there were any proposed changes to the Agenda. Mr. Daugherty stated that Ms. Curry wanted to discuss ideas for the Spaceport name change. Ms. Curry stated that she would like to put the discussion under Item G, which was the Marketing Update. Mr. Mount called for a motion to approve the Agenda as amended. Mr. Molitor made the motion. Mr. Voss seconded. Mr. Mount called the question. There were no objections. Motion passed.

D. Action Items**a. Approval of the Titusville-Cocoa Airport Authority Minutes:****1. August 19, 2021 – Regular Board Meeting**

Ms. Curry made a motion to approve the minutes. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

2. August 19, 2021 – First Budget Hearing

Mr. Molitor made a motion to approve the minutes. Mr. Whitmore seconded. Mr. Mount called the question. All voted aye. Motion passed.

b. Approval of FAA Grant Pre-Applications for Signatory Authority

- 1. Arthur Dunn Airpark (X21)
Airport Master Plan & Airport Layout Plan**
- 2. Merritt Island Airport (COI)
Airport Master Plan & Airport Layout Plan
Southside Taxilane Development (Design + Permitting)**
- 3. Space Coast Regional Airport (TIX)
Airport Master Plan & Airport Layout Plan
Runway 18-36 Rehabilitation (Design & Permitting)**

Mr. Daugherty gave a brief overview of each grant pre-application and approximately how much each project would cost. Discussion continued.

Mr. Molitor made a motion to approve the grant pre-applications. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

c. Approval of Space Florida Grant Applications

- 1. Spaceport Master Plan**
- 2. Southside Rocket Testing Facility (Design & Permitting)**

Mr. Daugherty gave a brief overview of each grant application, stating that the Spaceport Master Plan would be 100% funded. Mr. Daugherty also stated that in regards to the Southside Rocket Testing Facility at Space Coast Regional Airport, he had already received three requests for rocket testing. Mr. Daugherty added that the testing facility would not be exclusive use, and that Space Florida was interested in funding it. Discussion continued.

Mr. Voss made a motion to approve the Space Florida Grant Applications. Ms. Curry seconded. Mr. Mount called the question. All voted aye. Motion passed.

d. Approval of MAG Aerospace Lease Termination Agreement for the 55 Bristow Way Facility

Mr. Daugherty gave a brief overview, stating that MAG Aerospace had requested permission to release their hangar at 55 Bristow Way at Space Coast Regional Airport.

Mr. Molitor made a motion to allow the release. Mr. Grainger seconded. Mr. Mount called the question. All voted aye. Motion passed.

e. Approval of Lease Agreement with Space Perspective, Inc. for the 55 Bristow Way Facility

Mr. Daugherty gave a brief overview, stating that Space Perspective wanted to lease the facility at 55 Bristow Way at Space Coast Regional Airport. Mr. Daugherty stated that the lease was written for 24 months with no options or extensions with a 5% increase in the second year. Mr. Daugherty turned the floor over to Mr. Taber MacCallum, CEO of Space Perspective, Inc.

Mr. MacCallum introduced himself and gave a brief overview of the company and discussed the coordination of their branding with the branding of the Spaceport. Discussion continued.

Mr. Molitor made a motion to approve the lease. Mr. Whitmore seconded. Mr. Mount called the question. All voted aye. Motion passed.

f. Approval of Listing Agreement with Noble & Company for the Fee Simple Sale of Airport Authority Owned Parcels Located in the Vicinity of Arthur Dunn Airpark

Mr. Daugherty gave a brief overview, stating that the Airport Authority owned several properties in the vicinity of Arthur Dunn Airpark that Staff would like to see back on the tax roll for the City of Titusville. Mr. Daugherty stated that Staff had obtained three proposals from listing agents and the winning proposal was from Noble & Company. Mr. Daugherty introduced Ms. Courtney Noble from Noble & Company and turned the floor over to her.

Ms. Noble gave a brief overview of her company and stated that currently the Airport Authority owned 25 vacant lots, 6 single family homes and 3.67 vacant acres on Flake Road in Titusville. Ms. Noble stated that the 3.67 acres could be used for multi-family homes. Ms. Noble discussed some of the logistics of selling the properties. Discussion continued.

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

Mr. Voss asked if the board would get status updates on these properties at future meetings. Mr. Daugherty stated that they would.

E. Directors Report

a. Capital Improvement Projects Update

Mr. Daugherty stated that the Project Update was included in the agenda package and that all of the projects were rolling along nicely. Mr. Daugherty went over the project updates briefly. Discussion continued.

Mr. Daugherty discussed the Willow Creek Road Project on the west side of Space Coast Regional Airport, stating that next month Staff would like to bring the engineer in to talk about the roadway name and also different roadway alignments for Phase 2. Discussion continued.

b. Strategic Business Plan Scope of Work Update

Mr. Daugherty stated that the kick-off meeting for the Strategic Business Plan was on August 31st, and Dr. Byers was reviewing all the documents. Mr. Daugherty stated that on November 18th, Dr. Byers would be at the board meeting to present his recommendations and reveal the plan. Discussion continued.

c. Finance Manager Job Position Update

Mr. Daugherty explained the search process for the Finance Manager position, stating that there were candidates from around the country and Staff had shortlisted two candidates from Titusville. Mr. Daugherty stated that they had offered the position to one of the candidates, but she was going to get back to him today and let him know if she was going to accept.

d. Approval of Invoices for Projects

Mr. Daugherty stated that the invoices had been provided and listed in the agenda package.

Mr. Molitor made a motion to approve the provided invoices. Mr. Grainger seconded. Mr. Mount called the question. All voted aye. Motion passed.

F. On-Going Board Directives

Mr. Daugherty stated that Mr. Craig had stated he would like to keep on the agenda, such as Authority By-Laws, policy updates and performance metrics for the Director of Airports. Mr. Daugherty stated that he really didn't have anything new to report, but next month Staff would be bringing back some performance metrics for the board to review. Mr. Daugherty stated that the intention for the policies was to get through the Strategic Business Plan first and then more than likely the policies would be re-done at that point.

G. Marketing Update**a. New Website & Logo**

Mr. Daugherty stated that Staff was receiving and reviewing different concepts on the logo, and would bring them back to the board at a later time. Mr. Daugherty also stated that the website was currently being worked on, but they were spending time on framing for mobile devices. Mr. Daugherty stated that the goal was to have it all finished by the beginning of the new year. Discussion continued.

Mr. Mount suspended the regular meeting at 5:01 p.m. to convene the Second Public Budget Hearing.

Mr. Mount reconvened the Regular Meeting at 5:07 p.m.

b. Discussion of Ideas for Spaceport Name Change

Ms. Jessica Curry gave a presentation about the Spaceport name change. Ms. Curry's presentation showed the existing names of the other Spaceports and ideas for the Airport Authority's Spaceport. Discussion continued.

Mr. MacCallum from Space Perspective stated that they would happy to bring some of their marketing staff to add some ideas on branding for the Spaceport. Mr. MacCallum stated that he felt there was a tremendous opportunity to really develop the Spaceport.

Mr. Aaron McDaniel from Michael Baker International stated that part of the effort could be thought about in an individual way. Mr. McDaniel stated that he and Mr. Daugherty were planning on coming to an upcoming board meeting to discuss a potential new entrance to the airport and/or spaceport from I-95. Mr. McDaniel stated that he felt that it tied together visually because they were two separate functions that both have to happen together. Mr. McDaniel also stated that there were also some characteristics of this spaceport that were very different from the others, such as the proximity to Kennedy Space Center, which made it very desirable. Mr. McDaniel stated that there were also tax incentives because of the spaceport territory designation and the flexibility that is Kennedy Space Center does not have due to restrictions. Mr. McDaniel stated that the airport was also growing exponentially, with lots of executive jets flying in and out. Mr. McDaniel stated that it was important to visualize the two entities (spaceport and airport) separately, and then put them together. Discussion continued.

Mr. McDaniel stated that one other thing to think about was that the costs and revenues would have to be kept separate because right now the FAA does not have a program to pay for spaceports. Mr. McDaniel stated that the funding would have to come from Space Florida or other commercial entities. Mr. McDaniel added that FDOT airport money could not be spent on the spaceport and vice versa. Discussion continued.

Dr. Dave Byers, from Quadrex Aviation introduced himself to the board, stating that he was doing the Strategic Business Plan. Dr. Byers stated that he wanted to suggest setting up a workshop and felt that the branding would be a good sub-topic of one of the exercises he had planned. Discussion continued.

Mr. McDaniel stated that the Airport Authority actually had a launch operator's license, but not a landing license. Discussion continued.

H. Attorney's Report

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

b. Informal Part 13 Complaint Report Findings

Mr. Bird stated the Part 13 Issue had been resolved and that the FAA had dismissed the investigation.

Mr. Bird stated that in regards to the ethics investigation, the department of ethics had contacted Staff to say that they were working through the complaint submitted by Chief Wooldridge. Mr. Bird stated that all inquiries would be directed to himself for his response, and he would continue to update the board.

I. Airport Financial Report**a. Sun Trust (Truist) Loan Updates**

Ms. Dawn Hannon, Accounting Specialist, discussed the process of paying off the loan at Suntrust (Truist) to open a line of credit. Ms. Hannon stated that the terms had to be approved by the County. Ms. Hannon also stated that the interest rate that was quoted to the Airport Authority for the line of credit was incorrect, but she and Mr. Daugherty had met with Mr. Mount and they all agreed it was a minor error and would still be a substantial savings from the other proposal and a big savings on the current loan. Discussion continued.

b. Check Register (Provided)

Ms. Hannon stated that she would work with the new Finance Manager to produce a set of financials to present to the board. Ms. Hannon presented the cash position of the Airport Authority. Discussion continued.

J. Authority Members Report

Mr. Molitor asked about the properties at Arthur Dunn Airpark. Mr. Daugherty stated that he felt they were bought out of noise concerns. Discussion continued.

Mr. Whitmore gave a brief history of his background.

Mr. Grainger stated that he got an email discussed the recent request to change the name of Arthur Dunn Airpark and stated that maybe it would be a good time to consider that now. Mr. Mount stated that he felt that there was not traction on that name change. Discussion continued.

K. Public Comments

Mr. Don White, EAA at Merritt Island, presented a flyer announcing an Aviation Poker Run for the Chapter's 40th Anniversary on October 30th. Mr. White explained how the Poker Run would work. Mr. White stated that the revenue would go to the EAA's youth program. Mr. White stated on October 23rd the Chapter would be holding their Young Eagles event. Discussion continued.

Mr. Mount turned the floor over to Ms. Laura Segarra, who was on the board of directors for Harbor Point HOA in Merritt Island. Ms. Segarra stated that she wanted to bring an issue to the board's attention with the hopes that there could be some resolve. Ms. Segarra stated that there were very low flying airplanes for hours over the community coming from the Merritt Island Airport, and that there were several upset community members who wanted to support the airport, but she felt that maybe there could be a voluntary noise abatement, or perhaps the downwind leg could be shortened. Ms. Segarra also provided a video demonstration, showing some of the airplanes flying over. Mr. Daugherty stated that Staff had recently subscribed to VirTower and would be able to look at the altitudes, headings and actual locations, and that Staff could meet with the flight school tomorrow to try and get some resolutions. Discussion continued.

Mr. MacCallum from Space Perspective thanked the board for approving the lease and stated that Space Coast Executive Jet Center and Airport Authority Staff's responsiveness to their first test flight was a big part of why they were here. Mr. MacCallum stated that he felt this was a fantastic place to be.

L. Adjournment

Mr. Mount adjourned the meeting at 5:54 p.m.

JOHN CRAIG, CHAIRMAN

DONN MOUNT, VICE CHAIRMAN/TREASURER