

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on April 21st, of 2022 at 5:00 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 via video conference; Mr. Donn Mount, Vice Chairman/Treasurer; Mr. Roger Molitor, Secretary; Mr. Mark Grainger; Mr. Brad Whitmore; Mr. Al Voss; Ms. Jessica Curry; Mr. Kevin Daugherty, AAE, Director of Airports; Mr. Adam Bird., Attorney.

Call to Order

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

Pledge of Allegiance**Approval of the Agenda**

Mr. Mount called the motion to approve the agenda as stated. Ms. Curry made the motion and Mr. Voss seconded the motion. All voted aye. Motion passed.

Approval of Meeting Minutes:**1. March 17, 2022 – Regular Meeting**

Mr. Mount questioned any corrections for motion to approve the Regular Meeting Minutes. Mr. Whitmore stated his response to the name change was quoted correctly in reference to our neighbors but would like to explain further that the names of our neighbors were already in use. Mr. Daugherty stated the quote would be explained further as such. Mr. Mount questioned any other items be addressed. Mr. Voss made the motion for approval. Mr. Grainger seconded the motion. Motion passed.

Action Items**1. Memorandum of Understanding between the Airport Authority and Alliance Capital Management Group, LLC for a Corporate Hangar Development at the Space Coast Regional Airport**

Mr. Daugherty stated that the Airport Authority has been working with the Alliance Capital Management Group for the past six months regarding an area of

the airport on the west side for large aircraft storage. Mr. Daugherty stated that Mr. Bird, the attorney, agrees with the style of MOU as being the way to proceed.

Mr. Daugherty requested approval from the Board. Mr. Molitor made the motion for approval. Mr. Voss seconded the motion. No oppositions. Motion passed.

2. Airport & Spaceport Master Plan Request for Qualifications Results

a. Review and Approval of Selection Committee's Ranking

Dr. Byers stated that the approval of the Selection Committee's ranking has been an ongoing process for the past two months. Dr. Byers stated that three separate meetings were held with the Selection Committee. Interviews were done and the Selection Committee was able to change their scores if they desired to do so.

Once interviews were conducted, the top two rankings shifted with Ricondo ahead. The Selection Committee voted unanimously to proceed with the firm that scored the highest which was Ricondo.

Mr. Daugherty asked for approval from the Board to move forward with the Selection Committee's finding of Ricondo as number one.

Mr. Grainger questioned if time was a factor. Dr. Byers stated that the process needs to be done this fiscal year for funding and there is only a three-week period left before submission to the FAA.

Mr. Daugherty stated 90% of the grant would be from FAA and 8% from FDOT. Spaceport Master Plan would be funded 100% by Space Florida.

Mr. Molitor made motion to accept the rankings as published. Mr. Voss seconded the motion. All voted Aye. Motion passed.

b. Authorization for staff to negotiate the scope and fee with the Selection Committee's top ranked firm (Ricondo and Associates).

Mr. Molitor motioned to give authorization to enter negotiations with Ricondo. Mr. Grainger seconded the motion. All voted aye. Motioned passed.

3. Spaceport Name Change Recommendation

Mr. Daugherty voiced his preference of Exploration Space Center. Mr. Craig would like the timeline to be discussed. Mr. Daugherty described the four

different phases. The first phase would be a building phase which would consist of name, logo, website, and advertisement. The second phase would involve implementing the plan. The third phase would be to invest in the name change plan. The final phase would be to evaluate and adjust as necessary.

Mr. Whitmore stated his approval of using the name 'Exploration' in the new name. Mr. Whitmore would like to keep forms of other names separate from the new name.

Ms. Curry agrees with the name Exploration. Ms. Curry also prefers Spaceport over Space Center.

Mr. Voss stated his preference of Spaceport.

Mr. Grainger likes the name of Spaceport Florida. Mr. Grainger stated that Spaceport Florida would be internationally recognized.

Mr. Mount agrees with Florida being part of the name.

Mr. Craig prefers the name Space Coast over Spaceport due to the coverage of the Coast. Mr. Craig would like to have more information regarding the name Exploration not being tied to the name Exploration Park.

Mr. Daugherty agreed to get more information regarding all names suggested with Exploration Spaceport and Exploration Space Center being the top two favored.

Mr. Mount called to postpone the Name Change.

4. Approval of Invoices for AVCON & Michael Baker International

Mr. Daugherty stated the amounts listed on the invoices for COI and X21. Mr. Whitmore made motion to approve the amount presented on the invoices. Mr. Voss seconded the motion. Motion passed.

Deputy Director of Operations and Maintenance Report

1. Capital Improvement Projects Update

Mr. Hopman stated the TIX RWY 09/27 Rehab should be completed in approximately two weeks.

Mr. Hopman stated the Hangar 52 Demo project has issues with the construction company and the pricing is being evaluated.

Mr. Hopman informed the Board that the FWC Gopher Tortoise project is moving forward. Mr. Hopman had no further updates on the Willow Creek Connector Road Project.

Mr. Hopman stated COI Corporate Hangar project is not resolved at this time.

Mr. Hopman had no updates on the COI EA for Hangar Development project.

Mr. Hopman stated COI NASI project is moving forward.

Mr. Hopman stated the New Airport Projects: X21 AWOS, COI AWOS, TIX ATCT SITING STUDY, TIX FUEL FARM RELOCATION AND TCAA ENTRY SIGNS are all moving forward.

2. Space Coast Regional Airport Air Show Update

Mr. Hopman shared the details of the Airport Air Show being held on May 21st and May 22nd. Canadian Snowbirds are cancelled due to COVID.

Deputy Director of Finance and Administration Report

1. Audited Financial Statements for Year Ended September 30, 2021

Ms. Clayborne provided an overview of the audited financial statements for year ending September 30, 2021. Ms. Clayborne stated the money for the Arthur Dunn Airpark property release were placed in restricted holding until clarification was received from the funding agencies as to if grant dollars were utilized for the purchases. Ms. Clayborne's compliance findings were of a past long-term effect.

Mr. Molitor questioned the time frame of an accounting system being put in place.

Mr. Mount stated past years clean up would need to happen first. Mr. Daugherty stated an updated accounting system is top priority.

Mr. Voss made motion to accept the auditor's finding. Mr. Whitmore seconded the motion. Motion passed.

2. Check Register

Ms. Kinard called for questions regarding the check register. Mr. Mount questioned the time frame in receiving updated financial statements. Ms. Kinard stated the financial statements are in progress.

On-Going Discussions**1. Dr. Flynn's Agreement**

Mr. Daugherty stated they are waiting for FAA guidance from the Airport District Office.

Mr. Bird stated the definition of the term non-aeronautical is being looked at regarding Dr. Flynn's agreement.

Mr. Craig reminded the Board the fees were to be waived for the first year only to begin Dr. Flynn's business. Mr. Craig stated the abatement should have expired after the first year of the lease being signed.

Mr. Daugherty stated his concerns of the Airport being in non-compliance of the FAA grant assurances regarding collecting Dr. Flynn's proper invoice amount with Grant money being in jeopardy.

Mr. Craig stated the error of not collecting the fees is the responsibility of the Airport Authority by letting it lapse and we need to make it right.

Mr. Grainger made motion to enforce the lease or make lease termination. Ms. Curry seconded the motion. Mr. Grainger made motion to withdraw previous motion. Ms. Curry seconded the motion. Motion passed.

Attorney's Report**1. Investigation Findings of TCAA Counsel-Complaint submitted by TCAA Fire Chief Wooldridge**

Mr. Bird stated no new findings from the Board of Ethics. Mr. Bird suggested postponement. Mr. Grainger made motion to postpone. Ms. Curry seconded the motion. Motion passed.

Authority Member's Report

Mr. Whitmore stated his approval of the Selection Committee for the Master Plan. Mr. Whitmore believes updated video / sound is necessary. Mr. Daugherty agreed new video / sound is needed.

Public Comments

Mr. Panik praised the Board Members and Director.

Mr. White spoke about the Young Eagles and their community project for aviation experience for kids.

Adjournment

Mr. Mount adjourned the meeting at 6:33 p.m.

JOHN CRAIG, CHAIRMAN

DONN MOUNT, VICE CHAIRMAN/TREASURER