

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on October 21, 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. Roger Molitor; Mr. Al Voss; Mr. Brad Whitmore; Mr. Kevin Daugherty, AAE, Director of Airports; Mr. Adam Bird, Attorney. Mr. Donn Mount, Vice Chairman/Treasurer, Mr. Mark Grainger and Ms. Jessica Curry were absent.

**Call to Order**

Mr. Craig called the meeting to order.

**Pledge of Allegiance****Strategic Business Plan Update**

Mr. Daugherty turned the floor over to Dr. Dave Byers from Quadrex Aviation. Dr. Byers went over the following items:

1. SWOT Analysis Consolidated Report
2. Revenue / Expenditure Discussion
3. Airport Principal Guiding Documents Discussion

Dr. Byers went over the strengths and weaknesses of each airport. Discussion ensued.

Dr. Byers discussed revenues, stating that they were not what they should be. Dr. Byers stated that the Airport Authority needed to enhance revenues and reduce expenses. In addition, Dr. Byers stated that the budget did not need to be re-done, but some changes needed to be made. Discussion ensued.

Dr. Byers discussed the Airport Principal Guiding documents, first talking about the Policies and Minimum Standards, followed by the Airport Authority By-Laws. Dr. Byers stated that the documents would need to be amended and could be gone over at the next workshop, starting with the financials, then policies and by-laws. Dr. Byers suggested making preliminary edits first and talk about a personnel change at that time. Dr. Byers stated that perhaps the Minimum Standards could be combined into one document. Discussion continued.

Dr. Byers concluded his report.

**Action Items**

Mr. Daugherty went over the lease agreements, stating that the first was for Space Perspectives in Suite 2 of the Administration Building at Space Coast Regional Airport. Mr. Daugherty stated that it was for a 28-month agreement with two, one year renewal options. Mr. Daugherty stated that as part of the negotiations, Staff recommended four-months rent abatement to help off-set their expenses and improvements. Mr. Daugherty stated that the annual rent was \$20,220, with CAM fees at \$6,000 a year and Wing fees were \$6,200. Mr. Daugherty stated that there were only two offices left in the Administration Building, which were going to be rented to Michael Baker International, leaving no vacancies in the building. Discussion continued.

Mr. Daugherty discussed the second lease with Space Perspective, which was for the commercial building at 6995 Tico Road at Space Coast Regional Airport. Mr. Daugherty stated that it was for a 28-month agreement with two, one year renewal options. Mr. Daugherty stated that again they negotiated four-month's rent abatement to help off-set expenses. Mr. Daugherty stated that the annual rent was \$92,400 and CAM fees would be \$6,000. Discussion continued.

Mr. Daugherty discussed Amendment Number Two to the lease agreement for Space Coast Executive Jet Center, LLC at Space Coast Regional Airport, stating that the tenant had requested a reduction in their liability insurance policy. Mr. Daugherty stated that the reduction request was in line with industry standards. Discussion continued.

Mr. Molitor entered the meeting at 9:14 a.m. and a quorum was determined.

**a. Approval of the Titusville-Cocoa Airport Authority Minutes:**

- 1. September 16, 2021 – Regular Board Meeting**
- 2. September 16, 2021 – Second Budget Hearing**
- 3. September 30, 2021 – Strategic Business Plan Workshop #1**

Mr. Daugherty stated that Staff was seeking approval of the minutes. Mr. Voss made the motion to approve the minutes. Mr. Molitor seconded. Mr. Craig noted that the date on the minutes would need to be corrected. Mr. Craig called the question. There were no objections. Motion passed.

**b. Approval of Lease Agreement for Space Perspective Inc. for Suite 2 in the Administrative Building at 355 Golden Knights Blvd at Space Coast Regional Airport**

Mr. Daugherty briefly re-stated that terms of the lease. Mr. Craig called for a motion to approve the lease. Mr. Whitmore made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**c. Approval of Lease Agreement with Space Perspective Inc. for the Commercial Building at 6995 Tico Road at Space Coast Regional Airport**

Mr. Daugherty briefly re-stated that terms of the lease. Mr. Craig called for a motion to approve the lease. Mr. Whitmore made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**d. Approval of the Second Amendment to Aeronautical Lease Agreement for Space Coast Executive Jet Center, LLC at Space Coast Regional Airport**

Mr. Daugherty briefly re-stated that terms of the amendment. Mr. Craig called for a motion to approve the lease. Mr. Molitor made the motion. Mr. Whitmore seconded. Mr. Craig called the question. All voted aye. Motion passed.

**e. Approval of an Interlocal Agreement Among Brevard County, The City of Rockledge and The Titusville-Cocoa Airport Authority Regarding Airport Zoning Regulations Ordinance**

Mr. Daugherty discussed the interlocal agreement, giving a brief explanation of what it represented. Mr. Daugherty stated that it was based on Florida Statute Section 333, which was a protection of all underlying airport surfaces and prevented non-compatible land development around airports. Discussion continued.

Mr. Craig called for a motion to approve the Interlocal Agreement. Mr. Voss made the motion. Mr. Molitor seconded. Mr. Craig called the question. All voted aye. Motion passed.

**Directors Report**

**a. Capital Improvement Projects Update**

Mr. Daugherty stated that there were not a lot of changes to the report since the last meeting and gave a brief update. Mr. Daugherty stated that the Airport Authority had moved to a new online bidding process at BidNet, which was where most of the contractors now went to. Discussion continued.

Mr. Aaron McDaniel from Michael Baker International gave an update on the Willow Creek Road project at Space Coast Regional Airport. Mr. McDaniel stated that he attended the Titusville City Council meeting last week and the Council voted unanimously to accept a future dedication of right-of-way once the road was constructed. Mr. McDaniel stated that what they were accomplishing first was access to airport property between the Willow Creek development and State Road 407 and building the intersection at State Road 407 for future access to the airport. Discussion continued.

Mr. McDaniel gave an update on the Merritt Island Airport projects. Discussion continued.

**d. Approval of Invoices for Projects**

Mr. Daugherty stated that the invoices and an invoice summary had been provided and listed in the agenda package, and briefly read each invoice aloud.

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

Mr. Daugherty stated that the Airport Authority was going to hold tenant appreciation events for each airport, stating that the dates would be November 20<sup>th</sup> for Arthur Dunn Airpark, December 4<sup>th</sup> for Merritt Island Airport and December 11<sup>th</sup> for Space Coast Regional Airport. Mr. Daugherty stated that Staff would put together a flyer for each one and let the tenants know.

### **On-Going Board Directives**

#### **a. Airport Name Change**

Mr. Craig stated that this was an ongoing issue regarding Spaceport vs. Airport and asked the board members to think through the whole thing. Mr. Craig stated that there were a lot of options for branding, and that it was a matter of whether the Airport Authority branded as a group or by individual airports, or both. Discussion continued.

Mr. Daugherty stated that Staff along with Ms. Curry could get together with the staff at Space Perspective and produce some ideas to bring back to the board at the next meeting.

### **Attorney's Report**

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

Mr. Bird reported that there had been no added information on the investigation.

Mr. Bird stated that he had gone to the County Commission meeting with Ms. Dawn Hannon to represent the Airport Authority for a vote on the Truist Line of Credit, which was approved by the County Commissioners.

Mr. Bird gave a brief update on the Welsh case, stating that he was waiting on a trial date.

Mr. Craig called for a motion to postpone action on the ethics investigation. Mr. Molitor made a motion to postpone. Mr. Voss seconded. There were no objections. Motion passed.

### **Airport Financial Report**

#### **a. New Airport Finance Manager Introduction**

Mr. Daugherty introduced the new Finance Manager, Christy Kinard, and turned the floor over to Ms. Kinard to introduce herself. Ms. Kinard gave a brief background.

**b. Check Register (Provided)**

Ms. Dawn Hannon, Accounting Consultant, briefly went over the financials with the board, stating that she and Ms. Kinard were getting everything in order. Ms. Hannon reported that she felt the current rental rates were not realistic, but the Airport Authority was in the middle of an appraisal and felt that it would bring the rates to what they should be. Ms. Hannon stated that personnel costs were not exceeding the budget. Ms. Hannon also reported that money for projects was coming in. Discussion continued.

Ms. Hannon concluded her report.

**Authority Members Report**

Mr. Craig asked the new intern, Matthew Peak to introduce himself. Mr. Peak gave a brief overview of his background. Discussion continued.

Mr. Daugherty gave an update on the crash that occurred at Space Coast Regional Airport. Mr. Daugherty stated that all Airport Authority vehicles would be updated with first-aid kits and fire extinguishers. Discussion continued.

**Public Comments**

Mr. Don White from Merritt Island Airport reported that the next Young Eagles event was going to be on the 23<sup>rd</sup> of October and that there were 162 kids registered. Mr. White reported that the EAA was having a fly-in poker run on the 30<sup>th</sup> of October, which was the 40<sup>th</sup> anniversary of the EAA. Mr. White stated that pilots would fly into each of the five public airports in Brevard County to receive a poker hand and the winner would receive the proceeds from the participants. Mr. White stated that the next Young Eagles event would be the last Saturday in January, and that the Toys for Tots would be held on December 11<sup>th</sup>.

Mr. Mark Hitt with Space Perspective introduced himself to the board and stated that the company has had a great reception from the Airport Authority and that they were happy to be here. Discussion continued.

**Adjournment**

Mr. Craig adjourned the meeting at 9:56 a.m.

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JOHN CRAIG, CHAIRMAN

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DONN MOUNT, VICE CHAIRMAN/TREASURER