

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on November 18, 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.

Call to Order

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

Pledge of Allegiance**Approval of the Agenda**

Mr. Mount asked if there were any proposed changes to the agenda. Seeing none, Mr. Mount called for a motion to approve the agenda as presented. Mr. Voss made the motion. Mr. Molitor seconded. Mr. Mount called the question. All voted aye. Motion passed.

Approval of the Titusville-Cocoa Airport Authority Minutes:**1. October 21, 2021 – Regular Board Meeting**

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

Action Items**a. Approval of Lease Agreement with the City of Titusville for the 385 N. Singleton Avenue Facility**

Mr. Daugherty gave a brief overview of the item, stating that it was a continuation of a lease agreement in which the City requested a 5-year agreement with a 180-day termination by either party. Mr. Daugherty explained that the amount was determined by the new appraisal, which was \$35,576.00 annually with a 3% increase each year.

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

b. Approval of Lease Agreement with Michael Baker International for use of Offices Located at 355 Golden Knights Blvd. (Admin Building)

Mr. Daugherty gave a brief overview of the item, stating that Michael Baker International was requesting a lease for two offices in Suite 2 of the Administrative Building at Space Coast Regional Airport, along with two dedicated parking spots. Mr. Daugherty stated that Michael Baker requested a three-year lease with two one-year options. Mr. Daugherty stated that Michael Baker recommended language that they could terminate the agreement with a ninety-day notice if they were not selected for an engineering services contract. Mr. Daugherty stated that the base rent was \$500 a month with CAM fees at \$75 a month and Wing Fees of \$2,400 a year. Discussion continued.

Mr. Mount called for a motion to approve the lease agreement. Mr. Molitor made the motion. Ms. Curry seconded. Mr. Mount called the question. All voted aye. Motion passed.

c. Approval of Memorandum of Understanding between Space Perspective Inc. and the Titusville-Cocoa Airport Authority

Mr. Daugherty gave a brief overview of the item, stating that Edgar Campa-Palafox, from the EDC would explain the Memorandum of Understanding (MOU). Mr. Campa-Palafox explained that the MOU was for a large project to bring space activity to the area, which the EDC was calling "Project Chariot". Mr. Campa-Palafox stated that there were currently team members from the company in attendance. Mr. Campa-Palafox gave an overview of the project and prospective amount of space needed at Space Coast Regional Airport, and the Spaceport, stating that the company could create up to 200 jobs with an \$80,000 average wage. Mr. Campa-Palafox stated that this was a very exciting opportunity. Discussion continued.

Mr. Taber MaCallum from Space Perspective gave an overview of their project, stating that the company was well financed for a few years. Mr. MaCallum stated that Space Perspective had already leased several properties at Space Coast Regional Airport because it was where they intended to be. Mr. MaCallum stated that they were already actively working on a temporary manufacturing facility here because they couldn't build another one fast enough. Mr. MaCallum reiterated that this was where they wanted to be, and that they felt very welcome here. Discussion continued.

Mr. Mount called for a motion to approve the MOU. Mr. Whitmore made the motion. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

Mr. MaCallum turned the floor over to Monica Edwards from Space Perspective, who gave a presentation on branding of the Spaceport. Discussion continued.

d. Approval of FAA Grant Offers

- 1. Space Coast Regional Airport**
- 2. Merritt Island Airport**

3. Arthur Dunn Airpark

Mr. Daugherty gave a brief overview of the item, stating that each Airport Rescue Grant from the FAA was for \$32,000 per airport at 100% funding. Mr. Daugherty stated that each grant was very specific and for fighting the pathogens related to COVID. Discussion continued.

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

e. Approval of Fee Simple Sale of the Arthur Dunn Airpark Properties

Mr. Daugherty gave a brief overview of the item and turned the floor over to Ms. Courtney Noble of Noble and Company, who was the realtor that listed the Airport Authority owned properties near the Arthur Dunn Airpark. Ms. Noble stated that she was shocked by the condition of some the properties but was able to have a handyman go in and secure windows on one of the houses. Ms. Noble stated that on the properties she received 500 phone calls and had 250 showings in 7 days. Ms. Noble stated that all but one of the properties went over the asking price. Discussion continued.

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

Directors Report

a. Capital Improvement Projects Update

Mr. Daugherty asked the board if they had any questions regarding the CIP update. Seeing none, Mr. Daugherty turned the floor over to Mr. Aaron McDaniel from Michael Baker International, to give an update on the North Area and Infrastructure Project at the Merritt Island Airport. Mr. McDaniel gave a brief update, stating that Staff had come to an agreement with the County. Mr. McDaniel stated that the County agreed to waive a requirement on the stormwater infrastructure, and Staff was going to be submitting that waiver tomorrow. Mr. McDaniel stated there would be a Board of Adjustments hearing, and that they were negotiating a change order agreement with the contractor, and if the change order was acceptable, they could move forward with the project. Mr. McDaniel stated if it was not acceptable the project would be re-bid. Discussion continued.

d. Approval of Invoices for Projects

Mr. Daugherty presented Pay Request Number 6 from Nautilus Earth Management in the amount of \$30,351.22, which was for the Hangar 52 Demolition Project at Space Coast Regional Airport.

Mr. Mount called for a motion to approve the invoice. Mr. Molitor made the motion. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

On-Going Board Directives

a. Airport Name Change

Mr. Mount stated that the discussion of a name change was going to be postponed, and a workshop would be set up for the discussion.

Attorney's Report

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

Mr. Mount stated asked if there were any updates. Mr. Bird stated that they were not, suggesting that there should be a motion to table the item. Mr. Mount called for a motion to table. Mr. Molitor made the motion. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

Airport Financial Report

a. Proposed Changes to Section 110.00 & 111.00 (Purchasing Procurement) of the Airport's Policy and Procedure Manual

Ms. Christy Kinard, Finance Manager, went through the proposed changes to the Policy and Procedure Manual briefly discussing the difference between current policies and the proposed changes.

Mr. Mount called for a motion to approve the changes. Mr. Whitmore made the motion. Ms. Curry seconded. Mr. Mount called the question. All voted aye. Motion passed.

b. Approval of Resolution and Sunshine Certificate for Line of Credit (Truist)

Ms. Kinard stated that the resolution and the certificate needed to be approved in order to finalize the line of credit with Truist.

Mr. Mount called for a motion to approve the resolution and Sunshine Certificate. Ms. Curry made the motion. Mr. Voss seconded. Mr. Mount called the question. All voted aye. Motion passed.

c. Check Register (Provided)

Authority Members Report

Mr. Whitmore stated that he drove around the Merritt Island Airport and picked up a brochure for the River Fly-In Condos, passing it around to the board if anyone was interested. Discussion continued.

Mr. Grainger stated that there were a lot of safety issues at Merritt Island Airport with the flight school there, and he felt that it was on the horizon to discuss the issues. Discussion continued.

Mr. Daugherty stated that the first Tenant Appreciation Cook-Out was the upcoming Saturday at Arthur Dunn Airpark at 11:00 a.m., and that it was the first of the three airports. Discussion continued.

Public Comments

Mr. Don White from Merritt Island Airport stated that they held their Young Eagles event, with a good turn-out of kids. Mr. White stated that the event was a lot crazier than normal, so he held a meeting to discuss the safety issues at Merritt Island Airport, because of the Flight School. Discussion continued.

Mr. White announced that the Toys for Tots breakfast was coming up on December 11th, and invited all to participate. Discussion continued.

Adjournment

Mr. Mount adjourned the meeting at 5:26 p.m.

JOHN CRAIG, CHAIRMAN

DONN MOUNT, VICE CHAIRMAN/TREASURER