

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on December 16, 2021, at 8:30am 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. Donn Mount, Vice Chairman/Treasurer; Mr. Roger Molitor, Secretary; Mr. Al Voss; Mr. Mark Grainger; Ms. Jessica Curry; Mr. Brad Whitmore; Mr. Kevin Daugherty, AAE, Director of Airports; Mr. Adam Bird, Attorney.

**Call to Order**

Mr. John Craig called the meeting to order.

**Pledge of Allegiance****Approval of the Agenda**

Mr. Craig asked if there were any proposed changes to the agenda. Mr. Molitor requested that the spelling of his name be corrected. Otherwise, the minutes were approved as amended. Mr. Voss made the motion. Ms. Curry seconded.

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

- 1. November 18, 2021 – Workshop**
- 2. November 18, 2021 -- Regular Board Meeting**

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

Mr. Molitor made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**Action Items**

- a. Approval of an FDOT Grant Extension Resolution for the North Area Security and Infrastructure Project at the Merritt Island Airport**

Mr. Molitor made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

- b. Approval of the Board Meeting Schedule for 2022.**

Mr. Daugherty gave a brief overview of the past schedules for meetings beginning at 8:30 a.m. and suggested for building purposes and taking in consideration board members' schedules to move regular board meetings to 5:00 p.m. and budget meetings to 6:01 p.m. Mr. Daugherty, also, suggested to combine November and

December regular board meetings. Board members preferred to have both November and December meetings to remain unchanged.

Mr. Craig called for a motion to approve the board meeting schedule as amended. Ms. Curry made the motion. Mr. Voss seconded. All voted aye. Motion passed.

**c. Election of Airport Authority Board of Directors Officer Positions**

Mr. Bird first asked if everyone was willing to serve and if there would be other nominations. Mr. Grainger stated the board members could leave as they are or there could be changes. Mr. Mount suggested Mr. Molitor as secretary. Mr. Molitor agreed to be Secretary. Mr. Craig noted he would miss a meeting or two if someone else would like to be Chairperson. Mr. Mount agreed to remain as Vice Chair and Treasurer. Mr. Craig made the motion. Mr. Whitmore seconded. 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 were acceptable, they could move forward with the project. Mr. McDaniel stated if it were not acceptable the project would be re-bid. Discussion continued.

Mr. Daugherty briefed the Board on further updates regarding Hangar 52 demolition being complete. Runway 9-27 project the contractor has mobilized, and their access road is in, the concrete pouring for the light cans and the milling will begin after the holidays. They are on track to be complete by springtime. The VAC Apron is all moving forward. Construction will begin early February. The Willow Creek connector road is moving forward. It was explained this road will open access with the KB Homes new development and Phase II will connect the airport. The EA Hangar in Merritt Island is moving forward as well.

**b. 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. Policies & Practices**

2. Management and Staffing
3. Revenues and Expenses (Historical and Projected)
4. Action Items

Dr. Byers discussed the Airport Principal Guiding documents, first by talking about the Policies and Minimum Standards, stating the Minimum Standards has two separate documents. One for TIX and one for COI/X21. This is due to TIX being part 139. The recommendation is to combine into one document and update content.

Dr. Byers discussed management and staffing stating that it represents 60% of total operating expenses. Highly decentralized operations (TIX/COI/X21) but not currently big enough to have staffing at each airport, aging facilities means higher maintenance, and understaffed for core responsibilities.

Recommendation is to reclassify and re-organize existing positions, add additional staff to reflect workforce needs, and maintain or reduce labor expenses. Discussion continued regarding staffing requirements, aging out of pilots, repairs and maintenance for buildings, and insurance costs.

Further went on to discuss revenue concerns over long-term. Emphasized on labor issues would have to spend more to make more. Stated marketing expense will increase because the non-aeronautical business will help make the airport self-supporting. Travel and training will increase as well.

Goal 1 – Preserve and enhance the system of airfields

Goal 2 – Enhance financial performance

Goal 3 – Promote & facilitate additional aviation services & facilities

Goal 4 – Prepare & promote aeronautical/non-aeronautical property for attracting new businesses

#### Action Items

1. Complete Lease Summary & Update Records
2. Update Policy Guiding Documents
3. Complete Financial Tools
4. Develop & implement Marketing Plan
5. Conduct TCAA Workshop

Discussion continued.

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

#### **Attorney's Report**

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

Mr. Daugherty requested Mr. Bird to provide an update on legal matters. Mr. Bird stated there was nothing new and we are still waiting to hear back from the State. Mr. Bird stated that they were not, suggesting that there should be a motion to table the item. Mr. Craig called for a motion to table. Mr. Grainger made the motion. Mr. Voss seconded. Mr. Craig called the question. All voted aye. Motion passed.

**b. Welsh Construction, LLC d/b/a Welsh Companies**

Mr. Bird stated the depositions are set for next week but will be postponed due to the holidays. Still in discovery stages.

Discussion continued regarding leases. Mr. Bird stated they are continuing to work on leases.

**c. Airport Name Change**

Mr. Craig asked Mr. Bird if there were any legal issues with the proposed name changes suggested and Mr. Bird explained there are no issues. Discussion continued.

**d. Director of Airports' Evaluation**

Mr. Craig discussed the timeline for the Director of Airports and evaluation and stated he would be discussing the evaluation with the Board members in January and provide the final evaluation in February.

**e. Arthur Dunn Airpark Properties**

Mr. Mount stated the closing on the properties were moving forward without any issues and expected to close as projected.

**Airport Financial Report**

**a. 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 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 provided a Young Eagles Merritt Island Operations presentation. Mr. White expressed concern over the number of flights occurring at the airport between six main groups: 2Fly Airborne (35 airplanes), Voyager Aviation (7 airplanes), Brevard County Sheriff (4 helicopters), Aerial Signs Banner Towing (4 airplanes), Buzz Air (4 airplanes), Servant Air Ministries (3 airplanes), Merritt Island Flying Club (2 airplanes). He expressed concern over the number of flights, safety concerns, and that the flights mentioned does not include touch and goes. He provided a brief overview of flight operations at Space Coast and Arthur Dunn compared to Merritt Island. He stated Merritt Island is one of the busiest if not the busiest not towered airports in the state of Florida and it is going to get busier. He expressed that something needs to be done. He supported his comments with a picture of the flight patterns that occurred at the airport in one day. He is trying to establish a flight pattern at the airport for everyone to utilize. Recommendation is a standardized COI pattern, everyone needs to communicate all points of the pattern, limit RNAV practice approaches during the year end rally, limit touch and go's during the year end rally, positions reports need to be accurate, try to exit the runway as soon as practical after landing, need to have more runway and pattern monitoring, need to publish year end flight routes to all pilots at COI, need to be more aware of all aircraft traffic, if equipped, turn on your ADSB-Out device and discussion on reducing the number of Young Eagle flight due to congestion.

Mr. Daugherty responded to Mr. White's presentation by stating what he and Mr. Justin Hopman are currently doing to address the airport concerns at Merritt Island. He further explained they are currently engaging the user groups, they are attending the EAA meetings, Mr. Hopman has ongoing discussions with the flight school and Mr. Daugherty has discussed this with Dr. Byers since he has been instrumental helping the non-towered airports to develop standards. He further explained that he has seen that all three airports have not had RSAT meetings which is runway safety action group meeting. The RSAT meetings need to be public so stakeholders can be at the table.

Mr. Craig stated the biggest issue is the safety concern and that this is one of the biggest things the Board is responsible. He stated there needs to be a timeline in addressing the concerns.

Mr. Daugherty stated in January the plans are to sit down with Dr. Byers to address the issue and that the concern over safety has already been taken into consideration and begun to be addressed by engaging with the Stakeholders and attending meetings.

Mr. Molitor inquired about the opportunity of having a contracted control tower. Mr. Daugherty stated they have already engaged a consultant to look at the cost

benefit threshold, the numbers the FAA uses for a contracted control tower. He stated we are way beyond the 1.0 threshold and are at approximately 1.33% and they are planning on briefing in January on where we actually stand. Mr. Daugherty further explained is a five-year project and COI is possibly a candidate for a remote tower since we are limited on property at the airport.

Mr. Molitor asked if we anything we could do legally with the students at the school to sign an operation agreement. Mr. Bird stated we have lease agreements with our tenants at COI and they all contain standards of operations, and the Board has the responsibility of reaching out to the tenants if they are in violation of their lease agreement. If the issues are only considered to be a best practice, we are limited on what we can do legally compared if they are in violation of rules and regulations. However, airfield safety is our number one priority, and the FAA will back us if it is an airfield safety issue. Mr. Bird further explained with the unilateral opportunity to change our rules and regulations within our leases to address safety concerns.

Mr. Voss inquired if the operations at the airport could be spread more throughout the day. Mr. Daugherty expressed the importance of meeting with them and having public safety meetings he feels that the tenants will understand there has to be a change. Mr. Molitor asked if we could limit operations during the Young Eagles operation. Mr. Daugherty explained we cannot limit operations but encourage tenants to take in consideration their flight operations.

Mr. Grainger posed the question if it could be considered to move the Young Eagles events to Space Coast. He further explained he is averse to having a control tower at Merritt Island because it changes the airspace from Class G to Class D and it would not address the safety concern because instead of having the aircraft in the sky you would have aircraft backed up on the ground. He requested the pros and cons of having the event at Space Coast.

Mr. White explained the cons would be that some of the attendees would not participate in the Young Eagles if it were moved out of Merritt Island. Being at Merritt Island presents a unique situation of being able to fly over the pier and the port. He, also, spoke about the number of operations increasing with NASA which is in proximity of Space Coast.

Mr. Craig asked the Board if there were any further comments. Mr. Whitmore stated safety first and thanked Mr. White for his presentation and noted that he put a tremendous effort in putting it together. He noted there are many challenges worth addressing and acknowledges safety needs to be first.

Ms. Curry stated safety first and what she is hearing is about the noise concerns around Merritt Island. She inquired if policies and procedures could be addressed to help with the noise concerns.

Mr. Daugherty stated the situation at Merritt Island is identical to a situation Dr. Byers has been studying in Murfreesboro, Tennessee. Dr. Byers explained they

address the issue by providing a standard of operations procedures and require the tenants to sign. Once they see it in writing the public will pay more attention to it. It is something you can publish for everyone to see.

Mr. Mount inquired once again about limiting the operations and Dr. Byers responded by stating operations cannot be limited.

Mr. Craig requested a workshop be schedule in late January with Dr. Byers so all concerns can be discussed. He requested on board member to work with Mr. Daugherty on this issue so the Board could have representation on the process. Mr. Grainger volunteered to represent the Board at the meetings. Mr. Craig requested Mr. Daugherty to update the Board weekly on where they are at with the direction, they are proceeding with the resolution to the issues discussed at Merritt Island.

Mr. Michael Dagen from Merritt Island spoke of his concern about the lack of consideration of the amount of time in which Merritt Island is growing. Mr. Dagen feels that no one is controlling what is happening at the Merritt Island Airport. Mr. Dagen states that he witnessed nine planes flying at one time one night. Mr. Dagen believes that property taxes will be dropped which is a real concern. Discussion continued.

Ms. Laura Segarra shared her concerns via public presentation, especially about the constant low flying and noise levels. Ms. Segarra states that the control to address these concerns are with the public for now.

Ms. Kim Paschke requested that Ms. Laura Segarra email the presentation to the Board.

Mr. Donn White provided an update on the successful Toys for Tots event. The next Young Eagles event is January 29, 2022.

### **Adjournment**

Mr. Craig adjourned the meeting at 10:52 a.m.

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JOHN CRAIG, CHAIRMAN

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DONN MOUNT, VICE CHAIRMAN/TREASURER