

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of Minutes
 - a. July 20, 2023, Regular Meeting Minutes
- F. Action Items
 - a. Invoices
 - i. Approval of Invoices
- G. Report: Deputy Director of Operations and Maintenance
 - a. Capital Improvement Projects Update
- H. Report: Deputy Director of Finance and Administration
 - a. Check Register
 - b. July Financial Statements
- I. Report: Authority Attorney
 - a. Wells Fargo Check Fraud Update
- J. Reports: Authority Members
- K. Public Comments
- L. Adjourn

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on July 20, 2023, at 5:00 p.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, Florida, and via video conference. The following members were present: Mr. John Craig, Chairman; Mr. Roger Molitor, Secretary; Ms. Jessica Curry; Mr. Al Voss; Mr. Kevin Daugherty, AAE, Director of Airports; and Mr. Adam Bird; Attorney. Mr. Donn Mount, Vice Chairman / Treasurer; and Mr. Mark Grainger were absent. Mr. Brad Whitmore attended via video conference.

Call to Order

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

Pledge of Allegiance

Members and attendees recited the Pledge of Allegiance.

Approval of the Agenda

Mr. Craig called for any changes or edits to the agenda. Mr. Daugherty stated there were none. Mr. Craig called for a motion to approve the agenda as presented. Mr. Voss made a motion to approve. Mr. Molitor seconded the motion. Motion passed.

Approval of Meeting Minutes:**1. June 15, 2023 – Regular Meeting**

Mr. Craig called for a motion to approve the June 15, 2023, meeting minutes as presented. Mr. Voss made the motion. Mr. Molitor seconded the motion. Motion passed.

2. Master Plan Update Board Visioning Workshop

Mr. Craig called for a motion to approve the June 15, 2023, Visioning Workshop meeting minutes. Mr. Voss made the motion. Mr. Molitor seconded the motion. Motion passed.

Action Items

- 1. Approval of Revocable License Agreement with Perfection Autobody Inc. for Unimproved Property Located at Merritt Island Airport (COI)**

Mr. Daugherty provided details regarding the revocable license agreement with Perfection Autobody Inc and requested approval from the Board. Mr. Craig called for a motion to approve as presented. Mr. Voss made the motion to approve. Ms. Curry seconded the motion. Motion passed.

2. Annual Performance Evaluation of Director of Airports

Mr. Craig gave an overview of the performance review of the Director of Airports, Mr. Kevin Daugherty, which resulted in positive reviews. Mr. Craig called for questions or comments from the Board.

Mr. Craig suggested business development alternatives be made available to the Board. Mr. Craig stated community relations are fantastic but would like to see more personal media outreach from Mr. Daugherty.

Mr. Craig called for a motion to approve or decline the increase in salary for the Director of Airports from \$150,000 to \$180,000 annually, including all previously negotiated terms. There was a roll-call vote – Mr. Molitor voted yea; Ms. Curry voted yea; Mr. Voss voted yea; and Mr. Craig voted nay. Motion passed 3 to 1.

3. Approval of Invoices

Mr. Daugherty gave an overview of the invoices presented. Mr. Craig called for a motion to approve the invoices. Ms. Curry made the motion to approve. Mr. Voss seconded the motion. Motion passed.

Deputy Director of Operations and Maintenance Report

1. Capital Improvement Projects Update

Mr. Daugherty stated the North Corporate Hangar project at Merritt Island Airport is currently awaiting the issuance of the Building Permit from Brevard County. The site improvements for the pad and drainage have commenced, stated Mr. Daugherty.

The North Area Security and Infrastructure project at Merritt Island Airport is moving forward with the completion of the north side paving entrance. The removal of the septic tank is the final component of the project, and the permit will be issued by the Brevard County Health Department, stated Mr. Daugherty.

Mr. Daugherty stated the AWOS projects for both Merritt Island Airport (COI) and Arthur Dunn Airpark (X21) are on schedule; the pre-construction meeting will take place on August 8, 2023.

Mr. Daugherty reviewed the details regarding aircraft operations at each airport. In order to decrease flight activity at the Merritt Island Airport, flight school students have been encouraged to conduct flight training at TIX, which has increased the daily operations at TIX, stated Mr. Daugherty.

Deputy Director of Finance and Administration Report

1. Check Register

Ms. Kinard called for any questions. There were none.

2. June Financial Statements

Ms. Kinard gave an overview of the financial statements for the month of June and called for questions from the Board. Mr. Molitor requested clarification regarding the holder of the mortgage for U.S. Aviation Training Solutions (USATS). Mr. Daugherty provided details of the mortgage.

Mr. Molitor questioned the quality of the Airport Authority's budget. Ms. Kinard described the budget as being lower than anticipated in some expense categories due to the number of maintenance repairs, appraisal completions, and other unforeseen issues.

Mr. Daugherty discussed the possibility of needing state help for t-hangar repairs because of their inferior condition.

Authority Attorney Report

1. Wells Fargo Check Fraud Update

Mr. Bird provided details of the Wells Fargo offer of reimbursement for check fraud. Mr. Bird requested direction on moving forward with Wells Fargo offer. Mr. Craig requested that Mr. Bird reach out to Wells Fargo to readdress the Airport Authority's loss.

Authority Member's Report

Mr. Craig called for any comments from the Board. There were none.

Public Comments

Mr. Craig called for public comments. There were none.

Adjournment

Mr. Craig adjourned the meeting at 6:10 p.m.

JOHN CRAIG, CHAIRMAN

DONN MOUNT, VICE CHAIRMAN/TREASURER



The following invoices are presented to the Board for approval at the Regular Board Meeting being held August 17, 2023:

Arthur Dunn Airport

X21 – Master Plan Update

Ricondo & Associates – Request #8 – (6/1/2023 – 6/30/2023) - **\$7,800.00**

Space Coast Regional Airport

TIX – Master Plan Update

Ricondo & Associates - Request #8 – (6/1/2023 – 6/30/2023) - **\$15,837.62**

TIX – ATCT Design & Bidding

AVCON – Pay App #14 – (5/1/2023 – 5/31/2023) - **\$5,562.94**

Merritt Island Airport

COI – Master Plan Update

Ricondo & Associates - Request #8 – (6/1/2023 – 6/30/2023) - **\$7,650.00**

John Craig, Chairman

Roger Molitor, Secretary

Airport Project Updates

Legacy Projects

- COI Corporate Hangar
- COI NASI

FLY SPACE COAST
TITUSVILLE-COCOA AIRPORT AUTHORITY
TIX, COI, X21



PROJECT: CORPORATE HANGAR – MERRITT ISLAND AIRPORT

BUDGET: \$700K (\$0 LOCAL MATCH)

CURRENT STATUS: **Building permit in hand. Slab work started, expect building erection within the next 45 days.**

SCHEDULE: 7 MONTHS OF CONSTRUCTION PLUS 1 MONTH OF CLOSEOUT



PROJECT: NORTH AREA SECURITY AND INFRASTRUCTURE – MERRITT ISLAND AIRPORT

BUDGET: \$949K (\$189,800 LOCAL MATCH)

CURRENT STATUS: Grant Closeout

SCHEDULE: 5 MONTHS OF CONSTRUCTION PLUS 1 MONTH OF CLOSEOUT



COAST
RT AUTHORITY

Airport Project Updates

New Projects

- X21 AWOS
- COI AWOS

FLY SPACE COAST
TITUSVILLE-COCOA AIRPORT AUTHORITY
TIX, COI, X21

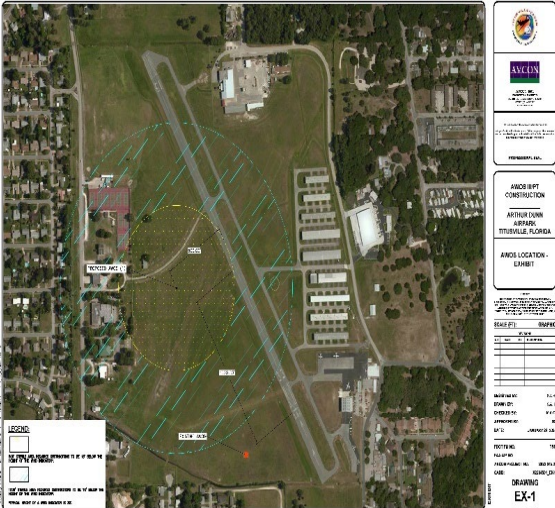


PROJECT: Automated Weather Observation System (AWOS) Replacement – Arthur Dunn Airpark

BUDGET: \$365,000 (80/20 FDOT Grant)

CURRENT STATUS: Pre-construction meeting held last week. Construction to begin soon.

SCHEDULE: Design will commence once the location is determined. Design and bidding is anticipated to take 90 days. Construction will commence upon award of bid. Equipment procurement is taking 6+ months from date of purchase.

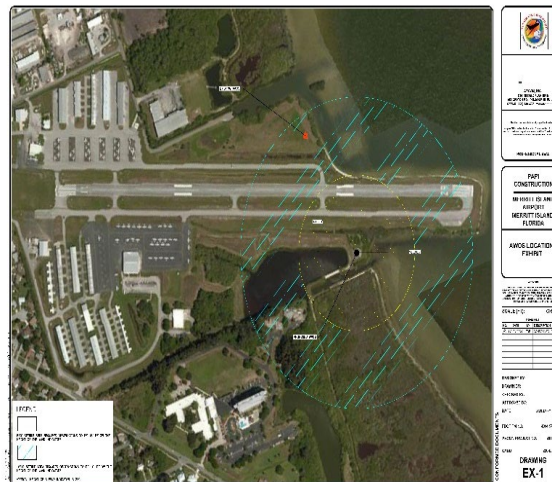


PROJECT: Automated Weather Observation System (AWOS) Replacement – Merritt Island Airport

BUDGET: \$500,000 (80/20 FDOT Grant)

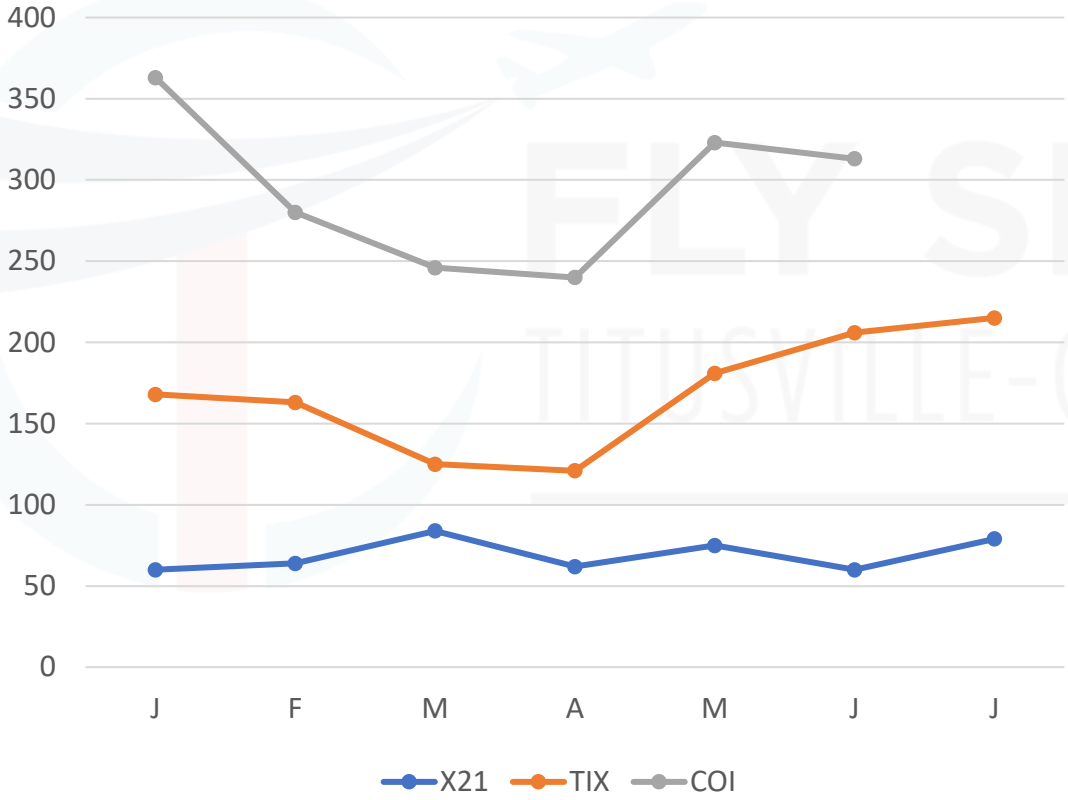
CURRENT STATUS: Pre-construction meeting held last week. Construction to begin soon.

SCHEDULE: Design will commence once the location is determined. Design and bidding is anticipated to take 90 days. Environmental permitting on the alternative site might take an additional 120 days. Construction will commence upon award of bid. Equipment procurement is taking 6+ months from date of purchase.



July 2023 Average Daily Operations

2023 Operations



X21 - 79
TIX - 215
COI - n/a

*July data at COI not available due to bad antenna

TITUSVILLE COCOA AIRPORT AUTHORITY
Bill Payments for All Vendors
July 9 - 15, 2023

Vendor	Type	Num	Date	Amount
Mission Square - 303301	Bill Pmt -Check	5365	07/14/2023	383.54
TCAA Petty Cash	Bill Pmt -Check	5366	07/14/2023	180.53
AT&T	Bill Pmt -Check	5367	07/14/2023	137.92
Arthur J. Gallagher Risk Management Serv	Bill Pmt -Check	5368	07/14/2023	10,557.00
Brevard Uniform Co	Bill Pmt -Check	5369	07/14/2023	95.20
C & D Construction, Inc	Bill Pmt -Check	5370	07/14/2023	34,153.04
CARR, RIGGS & INGRAM	Bill Pmt -Check	5371	07/14/2023	6,200.00
Culligan	Bill Pmt -Check	5372	07/14/2023	55.00
Dynafire	Bill Pmt -Check	5373	07/14/2023	360.00
Faster Than Sound, Inc	Bill Pmt -Check	5374	07/14/2023	1,780.00
Florida Alarm & Security Technologies	Bill Pmt -Check	5375	07/14/2023	170.00
FPL	Bill Pmt -Check	5376	07/14/2023	3,061.69
FPL	Bill Pmt -Check	5377	07/14/2023	2,448.60
FPL	Bill Pmt -Check	5378	07/14/2023	251.12
FPL	Bill Pmt -Check	5379	07/14/2023	794.43
Home Depot Credit Services	Bill Pmt -Check	5380	07/14/2023	2,469.55
Karl Thorne Trucking & Land Clearing	Bill Pmt -Check	5381	07/14/2023	51,806.83
Lacy's Lock	Bill Pmt -Check	5382	07/14/2023	1,047.00
LOWE'S	Bill Pmt -Check	5383	07/14/2023	594.48
Michael Baker International	Bill Pmt -Check	5384	07/14/2023	15,946.70
R.E. Michel Company, LLC	Bill Pmt -Check	5385	07/14/2023	361.30
RICONDO	Bill Pmt -Check	5386	07/14/2023	9,450.00
RICONDO	Bill Pmt -Check	5387	07/14/2023	10,873.28
RICONDO	Bill Pmt -Check	5388	07/14/2023	10,785.14
Robertson's Lawns Inc	Bill Pmt -Check	5389	07/14/2023	1,000.00
T's Handyman Service	Bill Pmt -Check	5390	07/14/2023	140.00
Wall Automotive Group	Bill Pmt -Check	5391	07/14/2023	551.64
Waste Management	Bill Pmt -Check	5392	07/14/2023	524.95
Whitebird Attorneys at Law	Bill Pmt -Check	5393	07/14/2023	3,461.50
Windstream	Bill Pmt -Check	5394	07/14/2023	311.76
Ed Lovett	Bill Pmt -Check	5395	07/14/2023	340.61
Patrick Casa	Bill Pmt -Check	5396	07/14/2023	400.00
Mission Square - 303301	Bill Pmt -Check	5397	07/28/2023	383.54
Davis Vision	Bill Pmt -Check	5398	07/28/2023	89.37
STANDARD INSURANCE COMPANY	Bill Pmt -Check	5399	07/28/2023	739.88
CHLIC	Bill Pmt -Check	5400	07/28/2023	522.54
Board of County Commissioners	Bill Pmt -Check	5401	07/28/2023	15,835.08
Brevard Uniform Co	Bill Pmt -Check	5402	07/27/2023	42.60
City Of Titusville	Bill Pmt -Check	5403	07/28/2023	33.06
Watkins Oil	Bill Pmt -Check	5404	07/28/2023	3,869.88
BOWMAN SERVICES AND ELECTRIC, INC	Bill Pmt -Check	5405	07/28/2023	945.00
Gatto's Tires & Auto Service	Bill Pmt -Check	5406	07/28/2023	30.00
Wall Automotive Group	Bill Pmt -Check	5407	07/28/2023	36.99
AT&T	Bill Pmt -Check	5408	07/28/2023	774.41
AT&T Business	Bill Pmt -Check	5409	07/28/2023	824.37
AT&T Internet	Bill Pmt -Check	5410	07/28/2023	53.50
AT&T Mobility	Bill Pmt -Check	5411	07/28/2023	350.24
ACF STANDBY SYSTEMS	Bill Pmt -Check	5412	07/28/2023	747.00
City of Cocoa	Bill Pmt -Check	5413	07/28/2023	252.46
City Of Titusville	Bill Pmt -Check	5414	07/28/2023	265.25

