

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of Minutes
  - a. August 17, 2023, Regular Meeting Minutes
  - b. August 17, 2023, First Budget Hearing 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 & Administration
  - a. Check Register
  - b. August 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 August 17, 2023, 5 p.m., at the Titusville - Cocoa Airport Authority Office, 355 Golden Knights Boulevard, Titusville, Florida, and via video conference. The following members were present: Mr. Donn Mount, Vice Chairman / Treasurer; Mr. Roger Molitor, Secretary; Ms. Jessica Curry; Mr. Al Voss; Mr. Kevin Daugherty, AAE, Director of Airports; and Mr. Adam Bird, Attorney. Mr. John Craig, Chairman, and Mr. Mark Grainger were absent. Mr. Brad Whitmore attended via video conference.

**Call to Order**

Mr. Mount 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. Mount called for a motion to approve the agenda as presented. Ms. Curry made the motion to approve. Mr. Voss seconded the motion. Motion passed.

**Approval of Meeting Minutes:****1. July 20, 2023 – Regular Meeting**

Mr. Mount called for a motion to approve the July 20, 2023, meeting minutes as presented. Mr. Molitor made the motion. Mr. Voss seconded the motion. Motion passed.

**Action Items****1. Approval of Invoices**

Mr. Hopman gave an overview of the invoices presented. Mr. Mount called for a motion to approve the invoices. Mr. Molitor made the motion to approve. Ms. Curry seconded the motion. Motion passed.

**Deputy Director of Operations and Maintenance Report****1. Capital Improvement Projects Update**

Mr. Hopman stated the Corporate Hangar project at Merritt Island Airport has received the building permit and work is to commence next week with the pouring of the slab.

The North Area Security and Infrastructure (NASI) project at Merritt Island Airport is complete, stated Mr. Hopman.

Mr. Hopman reviewed the project schedule for the AWOS project(s) for Merritt Island Airport (COI) and Arthur Dunn Airpark (X21).

Mr. Hopman stated noise complaints are few but valid with the occurrence of late-night flight training.

Mr. Hopman gave an overview of the daily operations at each airport. The daily operations count at Merritt Island airport is not accurate due to issues with the VirTower equipment. The company has been notified and will be rectifying the equipment issue.

Mr. Hopman discussed the refurbishment of t-hangars and the associated expenses. Mr. Hopman gave details regarding the cost to repair security gates at Merritt Island Airport (COI) and the restroom at Arthur Dunn Airpark (X21). The airfield electrical at Space Coast Regional Airport (TIX) required numerous repairs due to lightning and damage caused by coyotes chewing through the wires, stated Mr. Hopman.

**Deputy Director of Finance and Administration Report****1. Check Register**

Ms. Kinard presented the check register and called for any questions. There were none.

**2. July Financial Statements**

Ms. Kinard gave an overview of the financial statements for the month of July 2023 and called for questions from the Board. There were none.

**Authority Attorney Report**

**1. Wells Fargo Check Fraud Update**

Mr. Bird had no updates to report on the Wells Fargo check fraud issue.

**Authority Member's Report**

Mr. Mount called for any comments from the Board.

Ms. Curry stated that she would like to see more advertising in the community regarding the name of Exploration Spaceport and Space Coast Regional Airport.

**Public Comments**

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

**Adjournment**

Mr. Mount adjourned the meeting at 5:47 p.m.

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JOHN CRAIG, CHAIRMAN

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DONN MOUNT, VICE CHAIRMAN/TREASURER



The following invoices are presented to the Board for approval at the Regular Board Meeting being held September 21, 2023:

**Arthur Dunn Airport**

**X21 – Master Plan Update**

Ricondo & Associates – Request #9 – (7/1/2023 – 7/31/2023) - **\$41,751.50**

**Space Coast Regional Airport**

**TIX – Master Plan Update**

Ricondo & Associates - Request #9 – (7/1/2023 – 7/31/2023) - **\$92,954.50**

**TIX – ATCT Design & Bidding**

AVCON – Pay App #15 – (6/1/2023 – 6/30/2023) - **\$43,939.39**

AVCON – Pay App #16 – (7/1/2023 – 7/31/2023) - **\$6,003.07**

AVCON – Pay App #17 – (8/1/2023 – 8/31/2023) – **\$9,581.40**

**Merritt Island Airport**

**COI – Master Plan Update**

Ricondo & Associates - Request #9 – (7/1/2023 – 7/31/2023) - **\$20,458.28**

**COI – Corporate Hangar (Grainger 50/50)**

C & D Construction – Pay App #4 – (6/26/2023 – 8/25/2023) - **\$159,474.08**

**COI – North Area Security & Infrastructure Project**

Karl Thorne Trucking & Land Clearing – Pay App #11 – (7/1/2023 – 7/31/2023) - **\$3,366.00**

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**John Craig, Chairman**

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**Roger Molitor, Secretary**

# Project Invoice Summary



FLY SPACE COAST

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

# 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: **Construction ongoing**

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: **Punchlist Items/Grant Closeout**

SCHEDULE: 5 MONTHS OF CONSTRUCTION PLUS 1 MONTH OF CLOSEOUT



COAST  
RT AUTHORITY

# Airport Project Updates

## New Projects

- X21 AWOS
- COI AWOS
- Challenger Extension Design

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

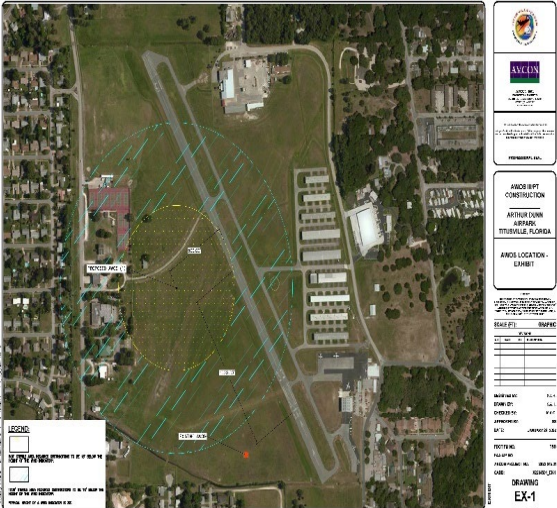


# PROJECT: Automated Weather Observation System (AWOS) Replacement – Arthur Dunn Airpark

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

**CURRENT STATUS:** Materials being delivered

**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.

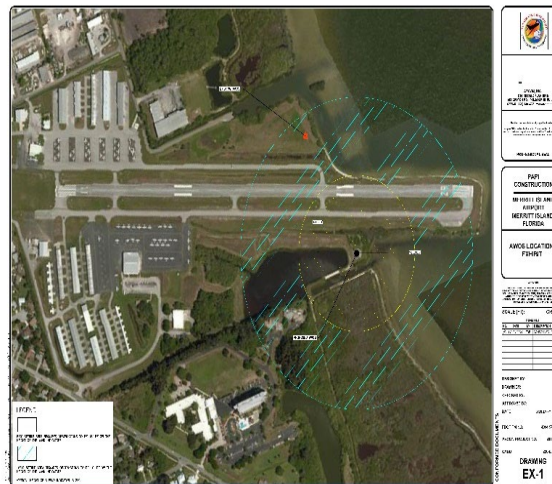


# PROJECT: Automated Weather Observation System (AWOS) Replacement – Merritt Island Airport

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

**CURRENT STATUS:** Materials being delivered

**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.



# PROJECT: Challenger Avenue Extension

**BUDGET:** \$460,000 (100% NBEZ Grant)

**CURRENT STATUS:** Received 60% design submittal 9/18/2023

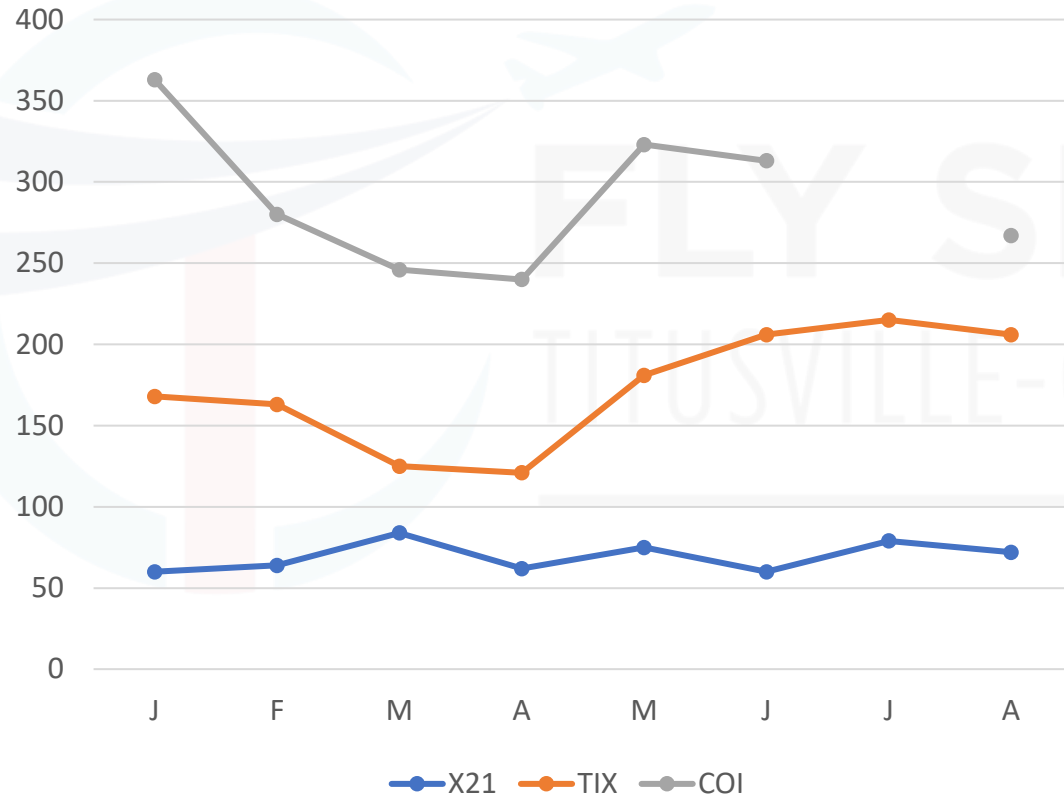
**SCHEDULE:** Completion expected by December 2023.



FLY SPACE COAST  
RT AUTHORITY

# August 2023 Average Daily Operations

2023 Operations



X21 - 72

TIX - 206

COI - 267

**TITUSVILLE COCOA AIRPORT AUTHORITY**  
**Bill Payments for All Vendors**

**August 2023**

| Vendor                                    | Type            | Num  | Date       | Amount    |
|---|-----------------|------|------------|-----------|
| Mission Square - 303301                   | Bill Pmt -Check | 5429 | 08/11/2023 | 383.54    |
| Amazon Capital services                   | Bill Pmt -Check | 5430 | 08/11/2023 | 295.94    |
| Arthur J. Gallagher Risk Management Serv. | Bill Pmt -Check | 5431 | 08/11/2023 | 2,577.55  |
| AT&T                                      | Bill Pmt -Check | 5432 | 08/11/2023 | 452.44    |
| AVCON                                     | Bill Pmt -Check | 5433 | 08/11/2023 | 5,756.50  |
| AVCON                                     | Bill Pmt -Check | 5434 | 08/11/2023 | 5,562.94  |
| Bowman Services & Electric, Inc           | Bill Pmt -Check | 5435 | 08/11/2023 | 400.00    |
| Brevard Uniform Co                        | Bill Pmt -Check | 5436 | 08/11/2023 | 42.60     |
| Culligan                                  | Bill Pmt -Check | 5437 | 08/11/2023 | 40.00     |
| City Of Titusville                        | Bill Pmt -Check | 5438 | 08/11/2023 | 783.32    |
| Deluxe                                    | Bill Pmt -Check | 5439 | 08/11/2023 | 1,107.99  |
| Faster Than Sound, Inc                    | Bill Pmt -Check | 5440 | 08/11/2023 | 1,780.00  |
| Florida Alarm & Security Technologies     | Bill Pmt -Check | 5441 | 08/11/2023 | 53.00     |
| FPL                                       | Bill Pmt -Check | 5442 | 08/11/2023 | 503.58    |
| FPL                                       | Bill Pmt -Check | 5443 | 08/11/2023 | 2,339.42  |
| FPL                                       | Bill Pmt -Check | 5444 | 08/11/2023 | 2,655.46  |
| FPL                                       | Bill Pmt -Check | 5445 | 08/11/2023 | 758.10    |
| Lacy's Lock                               | Bill Pmt -Check | 5446 | 08/11/2023 | 115.80    |
| RICONDO                                   | Bill Pmt -Check | 5447 | 08/11/2023 | 15,837.62 |
| RICONDO                                   | Bill Pmt -Check | 5448 | 08/11/2023 | 7,800.00  |
| RICONDO                                   | Bill Pmt -Check | 5449 | 08/11/2023 | 7,650.00  |
| Robertson's Lawns Inc                     | Bill Pmt -Check | 5450 | 08/11/2023 | 1,000.00  |
| Southeast Services of CFL Inc.            | Bill Pmt -Check | 5451 | 08/11/2023 | 1,200.00  |
| T's Handyman Service                      | Bill Pmt -Check | 5452 | 08/11/2023 | 150.00    |
| Waste Management                          | Bill Pmt -Check | 5453 | 08/11/2023 | 451.23    |
| Whitebird Attorneys at Law                | Bill Pmt -Check | 5454 | 08/11/2023 | 3,192.68  |
| Wolen, L.L.C.                             | Bill Pmt -Check | 5455 | 08/11/2023 | 320.96    |
| Brevard Uniform Co                        | Bill Pmt -Check | 5456 | 08/11/2023 | 85.20     |
| Dave Gyngell                              | Bill Pmt -Check | 5457 | 08/11/2023 | 367.30    |
| Brad Reinhart                             | Bill Pmt -Check | 5458 | 08/11/2023 | 25.00     |
| William Hoffman                           | Bill Pmt -Check | 5459 | 08/11/2023 | 34.36     |
| Jeff Gray                                 | Bill Pmt -Check | 5460 | 08/11/2023 | 412.49    |
| Curtis Ermer                              | Bill Pmt -Check | 5461 | 08/11/2023 | 200.00    |
| Hugh Coleman                              | Bill Pmt -Check | 5462 | 08/11/2023 | 200.00    |
| Mission Square - 303301                   | Bill Pmt -Check | 5463 | 08/25/2023 | 383.54    |
| Board of County Commissioners             | Bill Pmt -Check | 5464 | 08/25/2023 | 15,835.08 |
| CHLIC                                     | Bill Pmt -Check | 5465 | 08/25/2023 | 522.54    |
| Standard Insurance Company                | Bill Pmt -Check | 5466 | 08/25/2023 | 739.88    |
| Davis Vision                              | Bill Pmt -Check | 5467 | 08/25/2023 | 89.37     |
| Allen Enterprises, Inc.                   | Bill Pmt -Check | 5468 | 08/25/2023 | 646.26    |
| Amazon Capital services                   | Bill Pmt -Check | 5469 | 08/25/2023 | 597.27    |
| AT&T                                      | Bill Pmt -Check | 5470 | 08/25/2023 | 774.14    |
| AT&T Internet                             | Bill Pmt -Check | 5471 | 08/25/2023 | 53.50     |
| AT&T Mobility                             | Bill Pmt -Check | 5472 | 08/25/2023 | 350.24    |

**TITUSVILLE COCOA AIRPORT AUTHORITY**  
**Bill Payments for All Vendors**

**August 2023**

| Vendor                       | Type            | Num  | Date       | Amount                         |
|------------------------------|-----------------|------|------------|--------------------------------|
| Brevard Uniform Co           | Bill Pmt -Check | 5473 | 08/25/2023 | 95.20                          |
| City of Cocoa                | Bill Pmt -Check | 5474 | 08/25/2023 | 255.40                         |
| City Of Titusville           | Bill Pmt -Check | 5475 | 08/25/2023 | 288.54                         |
| Dish                         | Bill Pmt -Check | 5476 | 08/25/2023 | 75.09                          |
| Florida Airports Council     | Bill Pmt -Check | 5477 | 08/25/2023 | 1,650.00                       |
| Florida Coast Equipment      | Bill Pmt -Check | 5478 | 08/25/2023 | 369.06                         |
| FPL                          | Bill Pmt -Check | 5479 | 08/25/2023 | 753.05                         |
| FPL                          | Bill Pmt -Check | 5480 | 08/25/2023 | 563.76                         |
| FPL                          | Bill Pmt -Check | 5481 | 08/25/2023 | 776.21                         |
| FPL                          | Bill Pmt -Check | 5482 | 08/25/2023 | 1,696.76                       |
| Gatto's Tires & Auto Service | Bill Pmt -Check | 5483 | 08/25/2023 | 148.74                         |
| Pitney Bowes Inc             | Bill Pmt -Check | 5484 | 08/25/2023 | 192.54                         |
| Watkins Oil                  | Bill Pmt -Check | 5485 | 08/25/2023 | 4,274.35                       |
| Windstream                   | Bill Pmt -Check | 5486 | 08/25/2023 | 1,253.57                       |
| Stine Fredheim               | Bill Pmt -Check | 5487 | 08/25/2023 | 367.00                         |
| William Grace                | Bill Pmt -Check | 5488 | 08/25/2023 | 380.00                         |
| Donald Ellsworth             | Bill Pmt -Check | 5489 | 08/25/2023 | 200.00                         |
| <b>Total</b>                 |                 |      |            | <b><u><u>97,866.11</u></u></b> |