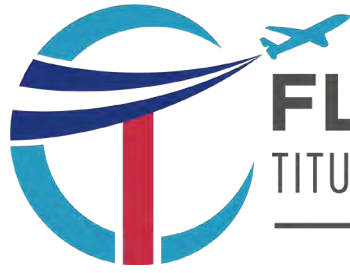


## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of Minutes
  - a. June 20, 2024, Regular Meeting Minutes
- F. Correspondence of Note
- G. Action Items
  - a. Approval: FDOT Public Transportation Grant Agreement No. 438494-2-94-01, Amendment No. 1, and Associated Resolution in the Amount of \$1,500,000.00 for Construction of the Replacement Air Traffic Control Tower at Space Coast Regional Airport
  - b. Approval: FDOT Public Transportation Grant Agreement No. 438494-3-94-01 and Associated Resolution in the amount of \$177,777.00 for Construction of the Air Traffic Control Tower at Space Coast Regional Airport
  - c. Approval: Selection Committee Rankings for Request for Qualifications (RFQ) 2024-001 (Insurance Brokerage Services); Authorize Staff to Enter into Contract Negotiations with Top-Ranked Firm
  - d. Annual Performance Review – Director of Airports
- H. Report: Deputy Director of Operations and Maintenance
  - a. Capital Improvement Projects Update
- I. Report: Deputy Director of Finance & Administration
  - a. Check Register
  - b. June 2024 Financial Statements
- J. Report: Authority Attorney
- K. Reports: Authority Members
- L. Public Comments
- M. Adjourn



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**CALL TO ORDER**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## **PLEDGE OF ALLEGIANCE**

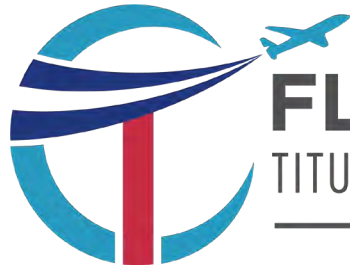


**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**ROLL CALL**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## **APPROVAL OF AGENDA**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## **APPROVAL OF MINUTES**

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on June 20, 2024, 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. Al Voss, Treasurer; Ms. Jessica Curry, Secretary; Mr. Roger Molitor; Mr. Brad Whitmore; Mr. Kevin Daugherty, AAE, Director of Airports; and Mr. Cliff R. Repperger Jr, Attorney. Mr. John Craig, Chairman; Mr. Donn Mount, Vice Chairman; and Mr. Mark Grainger were absent.

**Call to Order**

Mr. Voss 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. Voss called for any changes or corrections to the agenda. Mr. Daugherty stated there were none. Mr. Voss called for a motion to approve the agenda as presented. Mr. Molitor made a motion to approve the agenda as presented. Ms. Curry seconded the motion. All voted aye. Motion passed.

**Approval of Meeting Minutes:****1. May 16, 2024 – Regular Meeting**

Mr. Voss called for a motion to approve the May 16, 2024 meeting minutes as presented. Mr. Molitor made the motion. Mr. Whitmore seconded the motion. All voted aye. Motion passed.

**Action Items****1. Approval of Resolution (Emergency) No.00-24-09, Ratifying Board Action Taken on May 30, 2024, Regarding Amendment No. 2 to FDOT Grant FPN 446673-1-94-01, Extending the Project End Date for the Fuel Farm Relocation Design at Space Coast Regional Airport**

Mr. Daugherty discussed the details regarding the (Emergency) FDOT Grant, extending the project end date for the Fuel Farm Relocation Design at Space Coast Regional Airport and recommended approval.

Mr. Voss called for a motion to approve as presented by Mr. Daugherty. Mr. Molitor made a motion to approve the resolution as presented. Ms. Curry seconded the motion. All voted aye. Motion passed.

**2. Approval of Resolution (Emergency) No.00-24-10, Ratifying Board Action Taken on May 30, 2024, Regarding Amendment No. 3 to FDOT Grant FPN 438494-1-94-01, Extending the Project End Date for the Replacement Air Traffic Control Tower at Space Coast Regional Airport**

Mr. Daugherty discussed the details regarding the (Emergency) FDOT Grant, extending the project end date for the Replacement Air Traffic Control Tower at Space Coast Regional Airport and recommended approval.

Mr. Voss called for a motion to approve as presented by Mr. Daugherty. Mr. Molitor made a motion to approve the resolution as presented. Mr. Whitmore seconded the motion. All voted aye. Motion passed.

**3. Invoices**

**a. May 2024**

Mr. Daugherty reviewed the invoices for May 2024 and requested approval from the Board.

Mr. Voss called for a motion to approve the invoices as presented by Mr. Daugherty. Mr. Molitor made a motion to approve. Mr. Whitmore seconded the motion. All voted aye. Motion passed.

**Presentation from Ricondo and Associates**

Mr. Brad Weston, CM, from Ricondo and Associates, provided the Board with an update of the three Airport Master Plans.

**Deputy Director of Operations and Maintenance Report**

**a. Capital Improvement Projects Update**

Mr. Hopman stated the Challenger Avenue Extension Design plan will need additional funding to expand the drainage area. Discussions are underway with funding agencies for the additional scope.



Mr. Hopman stated the Runway 18/36 design project at the Space Coast Regional Airport is moving forward with the completion of bids being received. Grant applications are now being drafted for future funding from the FAA and FDOT.

Mr. Hopman stated the construction of the new Airport Traffic Control Tower at the Space Coast Regional Airport is in the process of having site plans reviewed by the City of Titusville.

Mr. Hopman reviewed the daily operations at each airport.

Mr. Hopman stated the T-hangar inspections are underway at the Merritt Island Airport.

Mr. Hopman stated that noise complaints for the month of May have been quiet with only one at Merritt Island Airport and one at the Space Coast Regional Airport.

### **Deputy Director of Finance and Administration Report**

#### **1. Check Register**

##### **a. May 2024**

Ms. Kinard presented the check register for May 2024 and called for any questions. There were none.

#### **2. May Financial Statements**

Ms. Kinard gave an overview of the financial statements for the month of May 2024 and called for questions. There were none.

#### **3. Overview of May 2024 Budget to Actual**

Ms. Kinard reviewed the May 2024 Budget to Actual report with the Board and called for questions.

Mr. Voss questioned the confidence of the Airport Authority's ability to stay within budget. Ms. Kinard replied there are no issues at present, notwithstanding any unforeseen emergency situations.

Ms. Curry questioned the percentage of being over budget for building leases. Ms. Kinard described in detail the reclassification of buildings versus land leases for revenue.

**Authority Attorney Report**

Mr. Repperger stated there were no updates.

**Authority Member's Report**

Mr. Voss called for any comments or questions from the Board.

Mr. Voss discussed his concerns regarding Arthur Dunn Airpark's parachute customers parking their vehicles on the grass which could possibly be a safety issue.

Mr. Voss gave a reminder of the upcoming annual evaluation for the Director of Airports, Mr. Kevin Daugherty.

**Public Comments**

Mr. Voss called for public comments.

Current employees of Islands International Group, located at the Merritt Island Airport, addressed the Board on behalf of their desire for a resolution to the current lease dispute.

Mr. Otto Thiele, President of Chapter 866 at Arthur Dunn Airpark, addressed the Board with concerns of the growing amount of air traffic and also discussed the overall lack of customer relations with a current tenant, Sheltair Dunn, LLC, located at Arthur Dunn Airpark.

Deputy Commander, Major Percifield, with the Merritt Island Senior Squadron, addressed the Board with questions such as, future fueling, etc. Mr. Daugherty and Major Percifield will schedule a meeting to discuss all questions and concerns.

**Adjournment**

Mr. Voss adjourned the meeting at 6:50 p.m.

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JOHN CRAIG, CHAIRMAN

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DONN MOUNT, VICE CHAIRMAN



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

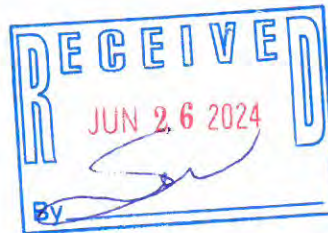
— TIX, COI, X21 —

## **CORRESPONDENCE OF NOTE**

DEBORAH P. VAN TREUREN

We appreciate  
Justin & his crew  
and the great work  
They are doing around  
Arthur Dunn!

Deh



# Air Mobile Relief Mission

Excerpt from Joe Hurston's *Air Mobile Ministries Blog*

BUY AN AIR  
MOBILE RESCUER  
WATER PURIFIER

Buy Now



FRIDAY, JULY 12, 2024

THE ADVENTURE CONTINUES - JULY 2024  
7-12-24 Friday 8:11 AM (US Eastern Time) - "Retreat  
Cabin" In the Mountains of East TN - Report  
submitted by: Air Mobile Joe

## **DEEP INSPECTION....**

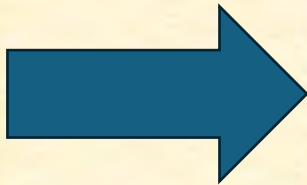
Today, our mechanic, Paul will be doing a very deep inspection on the Little Donkey to look for structural damage.

Both engines will need to be torn down due to prop strikes. All of these factors and inspections will determine whether or not this sweet little bird can be repaired.

As you, who meander down this "Road of Life" with me well know, **I LOVE THE LITTLE DONKEY**. For these last 14 years, it has been an extraordinary aircraft delivering me and Air Mobile to so many disasters around the world.

With our Lord's help, we have brought **CLEAN WATER** to countless thousands. Only our Lord knows. We will continue to do so!

We'll do our best and fully seek our Lord's direction as to what to do to get Air Mobile back in the air.



I want to give a very special THANKS to the Airport Authority and the mechanics (Lee & Steve) & others who rushed to the accident and carefully helped us get the Little Donkey off of Runway 18.

So, today, we'll be gathering all of the information required by our insurance company to determine which way to go.

As I say every single day, and yes, mean with all of my heart, THANK YOU for your invaluable prayer, love and support!!

Air Mobile Joe



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

TIX, COI, X21

## **ACTION ITEMS**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

TIX, COI, X21

**APPROVAL**

**FDOT GRANT AMENDMENT AND ASSOCIATED  
RESOLUTION**

**ADDITIONAL FUNDING FOR REPLACEMENT AIR TRAFFIC  
CONTROL TOWER AT SPACE COAST REGIONAL AIRPORT**

**PUBLIC TRANSPORTATION  
AMENDMENT TO THE PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 438494-2-94-01	Fund(s):	DDR,DPTO	FLAIR Category:	088719
	Work Activity Code/Function:	215	Object Code:	751000
	Federal Number/Federal Award Identification Number (FAIN) – Transit only:		Org. Code:	55052000531
Contract Number: G2V80	Federal Award Date:		Vendor Number:	VF591061002001
CFDA Number: N/A	SAM/UEI Number:		Amendment No.:	1
CFDA Title: N/A				
CSFA Number: 55.004				
CSFA Title: Aviation Grant Program				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT (“Amendment”) is made and entered into on \_\_\_\_\_, by and between the State of Florida, Department of Transportation (“Department”), and Titusville-Cocoa Airport District, (“Agency”), collectively referred to as the “Parties.”

**RECITALS**

WHEREAS, the Department and the Agency on 4/1/2024 (date original Agreement entered) entered into a Public Transportation Grant Agreement (“Agreement”).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended to add funds for the construction of the new Air Traffic Control Tower at Space Coast Regional Airport.

2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- Aviation**
- Seaports**
- Transit**
- Intermodal**
- Rail Crossing Closure**
- Match to Direct Federal Funding** (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- Other**

3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:

- Exhibit A: Project Description and Responsibilities
- Exhibit B: Schedule of Financial Assistance
- \*Exhibit B1: Deferred Reimbursement Financial Provisions
- \*Exhibit B2: Advance Payment Financial Provisions
- \*Exhibit C: Terms and Conditions of Construction
- Exhibit D: Agency Resolution
- Exhibit E: Program Specific Terms and Conditions
- Exhibit F: Contract Payment Requirements
- \*Exhibit G: Financial Assistance (Single Audit Act)
- \*Exhibit H: Audit Requirements for Awards of Federal Financial Assistance



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**AMENDMENT TO THE PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT**

Form 725-000-03  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

- \*Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
- \*Additional Exhibit(s):

**4. Project Cost.**

The estimated total cost of the Project is  increased/  decreased by \$1,875,000 bringing the revised total cost of the project to \$5,625,000.

The Department's participation is  increased/  decreased by \$1,500,000. The Department agrees to participate in the Project cost up to the maximum amount of \$4,500,000, and, additionally the Department's participation in the Project shall not exceed 80.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY Titusville-Cocoa Airport  
District

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: C. Jack Adkins  
Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: Daniel L. McDermott

\_\_\_\_\_

## EXHIBIT A

### Project Description and Responsibilities

**A. Project Description** (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): The current tower was opened on May 12, 2001. However, since that time a major helicopter training facility and other Companies have relocated to the airport. This created the need for a 2nd local control position which has created a lack of physical space in the tower cab for personnel and equipment. This project is to construct a new air traffic control tower and furnishings to meet the existing needs of the airport and the FAA.

**B. Project Location** (limits, city, county, map): Space Coast Regional Airport/Titusville, FL/Brevard

**C. Project Scope** (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and bid and award services, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, pavement (access roadways, parking lots, and sidewalks), drainage, utilities, primary and back-up power supplies, building (foundation, structure, roof, MEP, drainage, and fire prevention and protection, elevator systems/components), pavement marking, lighting and signage, fencing and gates, landscaping (including outdoor lighting), and indoor/outdoor security systems, including all materials, equipment, labor, and incidentals required to complete this air traffic control tower project. The specifics of the Project Scope for construction are described in and limited by the 100% Construction Plans identified as "Air Traffic Control Tower (ATCT) at Space Coast Regional Airport (TIX)" prepared by Avcon, Inc., dated the 31 day of May, 2023, together with all plan updates, necessary design variation, exceptions, and change orders approved by the Agency. The Sponsor will comply with Aviation Program Assurances.

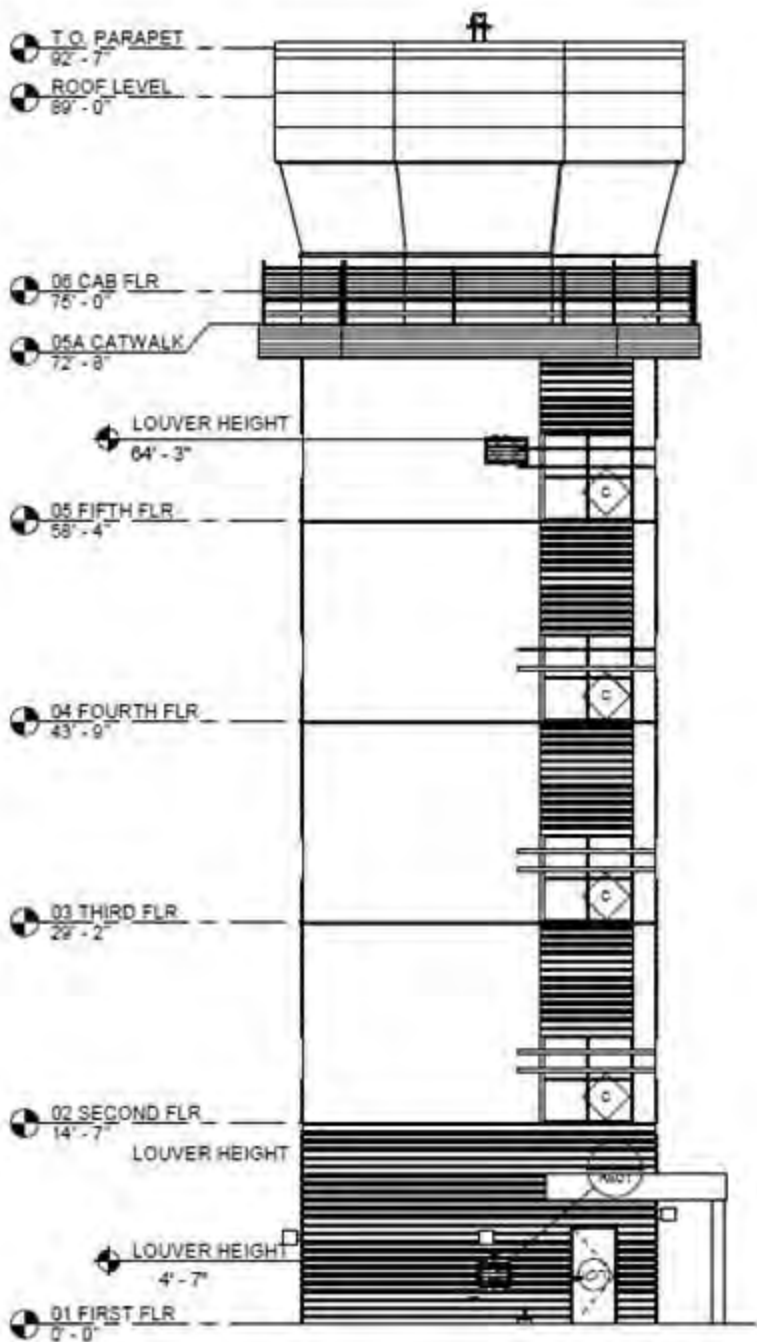
**D. Deliverable(s)**: Final close out documents to be uploaded in JACIP.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

**E. Unallowable Costs** (including but not limited to): Stored materials unless prior written approval from FDOT is obtained.

**F. Transit Operating Grant Requirements (Transit Only):**

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.



SOUTH ELEVATION

1/8" = 1'-0"

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
 GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
 STRATEGIC  
 DEVELOPMENT  
 OGC 07/22

**EXHIBIT B**

**Schedule of Financial Assistance**

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

**A. Fund Type and Fiscal Year:**

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
438494-2-94-01	DDR	088719	2024	751000	55.004	Aviation Grant Program	\$1,968,415.00
438494-2-94-01	DDR	088719	2025	751000	55.004	Aviation Grant Program	\$700,000.00
438494-2-94-01	DPTO	088719	2024	751000	55.004	Aviation Grant Program	\$1,031,585.00
438494-2-94-01	DPTO	088719	2025	751000	55.004	Aviation Grant Program	\$800,000.00
438494-2-94-01	LF	088719	2025	751000	55.004	Aviation Grant Program	\$375,000.00
438494-2-94-01	LF	088719	2024	751000	55.004	Aviation Grant Program	\$750,000.00
<b>Total Financial Assistance</b>							<b>\$5,625,000.00</b>

**B. Estimate of Project Costs by Grant Phase:**

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$4,500,000.00	\$1,125,000.00	\$0.00	\$5,625,000.00	80.00	20.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Totals</b>	<b>\$4,500,000.00</b>	<b>\$1,125,000.00</b>	<b>\$0.00</b>	<b>\$5,625,000.00</b>			

\*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

<b>Scope Code and/or Activity Line Item (ALI) (Transit Only)</b>	
--	--

**BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Luciana Taylor

Department Grant Manager Name

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

**EXHIBIT D**

**AGENCY RESOLUTION**

***PLEASE SEE ATTACHED***

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

**EXHIBIT G**

**AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE**

**THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~**

**Awarding Agency:** Florida Department of Transportation

**State Project Title:** Aviation Grant Program

**CSFA Number:** 55.004

**\*Award Amount:** \$4,500,000

\*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:**

State Project Compliance Requirements for CSFA Number 55.004 are provided at: <https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

**RESOLUTION NO. 00-24-11**

**A RESOLUTION APPROVING AMENDMENT NO. 1 TO FDOT PUBLIC TRANSPORTATION GRANT AGREEMENT NO. 438494-2-94-01, ADDING FUNDS FOR THE CONSTRUCTION OF THE NEW AIR TRAFFIC CONTROL TOWER AT SPACE COAST REGIONAL AIRPORT.**

WHEREAS, on July 18, 2024, the Titusville–Cocoa Airport Authority in the regular session adopted Resolution No. 00-24-11, which amended FDOT Public Transportation Grant Agreement No. 438494-2-94-01 by adding additional funding for the construction of the replacement Air Traffic Control Tower at Space Coast Regional Airport.

NOW, THEREFORE BE IT RESOLVED THAT THE TITUSVILLE-COCOA AIRPORT DISTRICT (also known as Titusville–Cocoa Airport Authority) approves the above-referenced amendment to the FDOT Public Transportation Grant Agreement and authorizes its Director of Airports, Kevin Daugherty, to sign the required documents.

This Resolution dated and adopted this 18<sup>th</sup> day of July 2024.

**ATTEST:**

**TITUSVILLE-COCOA AIRPORT DISTRICT**

\_\_\_\_\_  
John Craig  
Chairman

\_\_\_\_\_  
Kevin Daugherty, AAE  
Director of Airports

Approved as to form and legality:

\_\_\_\_\_  
Adam Bird  
Airport Attorney





**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## **APPROVAL**

### **FDOT PUBLIC TRANSPORTATION GRANT AGREEMENT AND ASSOCIATED RESOLUTION**

### **FUNDING FOR REPLACEMENT AIR TRAFFIC CONTROL TOWER AT SPACE COAST REGIONAL AIRPORT**

**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 438494-3-94-01	Fund(s): Work Activity Code/Function: Federal Number/Federal Award Identification Number (FAIN) – Transit only:	DDR 215 N/A N/A	FLAIR Category: 088719 Object Code: 740100 Org. Code: 55052000531 Vendor Number: VF591061002001
Contract Number:	Federal Award Date:	N/A	
CFDA Number: N/A	Agency SAM/UEI Number:		
CFDA Title: N/A			
CSFA Number: N/A			
CSFA Title: N/A			

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT (“Agreement”) is entered into \_\_\_\_\_, by and between the State of Florida, Department of Transportation, (“Department”), and Titusville-Cocoa Airport District, (“Agency”). The Department and the Agency are sometimes referred to in this Agreement as a “Party” and collectively as the “Parties.”

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

- 1. Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit “D”, Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.
- 2. Purpose of Agreement.** The purpose of this Agreement is to provide for the Department’s participation in Construct New Air Traffic Control Tower at Space Coast Regional Airport, as further described in **Exhibit “A”, Project Description and Responsibilities**, attached and incorporated into this Agreement (“Project”), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
- 3. Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- Aviation
- Seaports
- Transit
- Intermodal
- Rail Crossing Closure
- Match to Direct Federal Funding** (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- Other

- 4. Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

- Exhibit A: Project Description and Responsibilities
- Exhibit B: Schedule of Financial Assistance
- \*Exhibit B1: Deferred Reimbursement Financial Provisions
- \*Exhibit B2: Advance Payment Financial Provisions
- \*Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
- \*Exhibit C: Terms and Conditions of Construction
- Exhibit D: Agency Resolution
- Exhibit E: Program Specific Terms and Conditions
- Exhibit F: Contract Payment Requirements
- \*Exhibit G: Audit Requirements for Awards of State Financial Assistance

**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

- \_\_\_ \*Exhibit H: Audit Requirements for Awards of Federal Financial Assistance  
 \_\_\_ \*Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor  
 \_\_\_ \*Additional Exhibit(s):

\*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

**5. Time.** Unless specified otherwise, all references to “days” within this Agreement refer to calendar days.

**6. Term of Agreement.** This Agreement shall commence upon full execution by both Parties (“Effective Date”) and continue through June 1, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. \_\_\_ If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the \_\_\_ day of \_\_\_, or within \_\_\_ days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

**7. Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

**8. Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department’s obligations under this Agreement for the Agency’s failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department’s maximum financial assistance. If any portion of the Project is located on the Department’s right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

**9. Project Cost:**

- a. The estimated total cost of the Project is \$2,222,221. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$177,777 and, the Department's participation in the Project shall not exceed 8.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

**10. Compensation and Payment:**

- a. **Eligible Cost.** The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.
- b. **Deliverables.** The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.
- c. **Invoicing.** Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.
- d. **Supporting Documentation.** Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.
- e. **Travel Expenses.** The selected provision below is controlling regarding travel expenses:

Travel expenses are NOT eligible for reimbursement under this Agreement.

Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061,

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Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

- f. Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h. Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.
- j. Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department

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may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

- k. Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- l. Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- m. Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.
- n. Limits on Contracts Exceeding \$25,000 and Term more than 1 Year.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:
- "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."
- o. Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.
- p. Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A", Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for

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not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A", Project Description and Responsibilities**.

**11. General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

- a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.
- b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.
- c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than \$250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:
  - i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or
  - ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.
- d.  If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).
- e.  If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):
  - i.  Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).
  - ii.  Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.
  - iii.  Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.
- f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

- g. Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

**12. Contracts of the Agency:**

- a. Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.
- b. Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.
- c. Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.
- d. Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.



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**13. Maintenance Obligations.** In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

- a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

**14. Sale, Transfer, or Disposal of Department-funded Property:**

- a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.
- b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:
  - i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.
  - ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.
  - iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.
  - iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.
- c. The terms of provisions "a" and "b" above shall survive the termination of this Agreement.
  - i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.
  - ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

**15. Single Audit.** The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

**Federal Funded:**

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided

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through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

- b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:
- i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “H”, Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
  - ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
  - iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than Federal entities).
  - iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
  - v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency’s audit reporting package, including corrective action plans and

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management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

**State Funded:**

- a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.
- b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:
  - i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and

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Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit “G”, Audit Requirements for Awards of State Financial Assistance**, to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

- ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Agency’s audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency’s resources (*i.e.*, the cost of such an audit must be paid from the Agency’s resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

And

State of Florida Auditor General  
Local Government Audits/342  
111 West Madison Street, Room 401  
Tallahassee, FL 32399-1450  
Email: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

- v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
- vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or

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10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

**16. Notices and Approvals.** Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

**17. Restrictions, Prohibitions, Controls and Labor Provisions:**

a. **Convicted Vendor List.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. **Discriminatory Vendor List.** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

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- d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. **E-Verify.** The Agency shall:
  - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
  - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. **Executive Order 20-44.** Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at [fdotsingleaudit@dot.state.fl.us](mailto:fdotsingleaudit@dot.state.fl.us) within 180 days following the end of each tax year of the Agency receiving Department funding.
- i. **Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

**18. Indemnification and Insurance:**

- a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any

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subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

- b.** The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.
- c.** If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the

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coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

**19. Miscellaneous:**

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.



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- f. Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY Titusville-Cocoa Airport District

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: C. Jack Adkins

Title: \_\_\_\_\_

Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
Legal Review:

Daniel L. McDermott

## EXHIBIT A

### Project Description and Responsibilities

**A. Project Description** (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): The current tower was opened on May 12, 2001. However, since that time a major helicopter training facility and other Companies have relocated to the airport. This created the need for a 2nd local control position which has created a lack of physical space in the tower cab for personnel and equipment. This project is to construct a new air traffic control tower and furnishings to meet the existing needs of the airport and the FAA.

**B. Project Location** (limits, city, county, map): Space Coast Regional Airport/Titusville, FL/Brevard

**C. Project Scope** (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and bid and award services, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, erosion control, demolition, pavement (access roadways, parking lots, and sidewalks), drainage, utilities, primary and back-up power supplies, building (foundation, structure, roof, MEP, drainage, and fire prevention and protection, elevator systems/components), pavement marking, lighting and signage, fencing and gates, landscaping (including outdoor lighting), and indoor/outdoor security systems, including all materials, equipment, labor, and incidentals required to complete this air traffic control tower project. The specifics of the Project Scope for construction are described in and limited by the 100% Construction Plans identified as "Air Traffic Control Tower (ATCT) at Space Coast Regional Airport (TIX)" prepared by Avcon, Inc., dated the 31 day of May, 2023, together with all plan updates, necessary design variation, exceptions, and change orders approved by the Agency. The Sponsor will comply with Aviation Program Assurances.

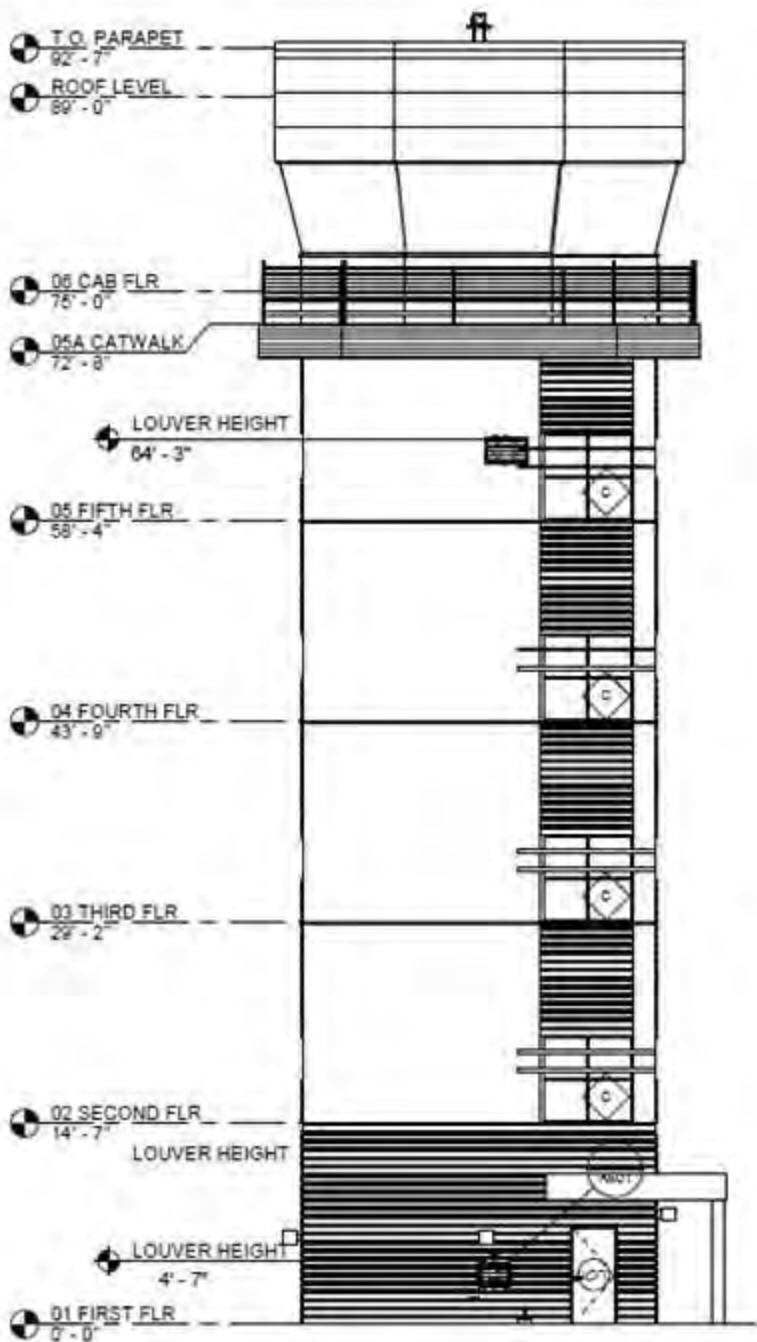
**D. Deliverable(s)**: Final close out documents to be uploaded in JACIP.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

**E. Unallowable Costs** (including but not limited to): Stored materials unless prior written approval from FDOT is obtained.

**F. Transit Operating Grant Requirements (Transit Only):**

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.



SOUTH ELEVATION

1/8" = 1'-0"

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**EXHIBIT B**

**Schedule of Financial Assistance**

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

**A. Fund Type and Fiscal Year:**

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
438494-3-94-01	BIL	088719	2025	740100	N/A	N/A	\$2,000,000.00
438494-3-94-01	DDR	088719	2025	740100	N/A	N/A	\$177,777.00
438494-3-94-01	LF	088719	2025	740100	N/A	N/A	\$44,444.00
<b>Total Financial Assistance</b>							\$2,222,221.00

**B. Estimate of Project Costs by Grant Phase:**

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$177,777.00	\$44,444.00	\$2,000,000.00	\$2,222,221.00	8.00	2.00	90.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Totals</b>	\$177,777.00	\$44,444.00	\$2,000,000.00	\$2,222,221.00			

\*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

<b>Scope Code and/or Activity Line Item (ALI) (Transit Only)</b>	
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**BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Luciana Taylor

Department Grant Manager Name

Signature

Date

**EXHIBIT C**

**TERMS AND CONDITIONS OF CONSTRUCTION**

**1. Design and Construction Standards and Required Approvals.**

- a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.
- b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Luciana Taylor (email: luciana.taylor@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.
- c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.
- d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).
- e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.
- f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

**2. Construction on the Department's Right of Way.** If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

- a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

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- b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.
- c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.
- d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is Luciana Taylor.
- e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.
- f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.
- g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.
- h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or

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estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

- i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.
- j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.
- k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.
- l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.
- m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.
- n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.
- o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.
- p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense,

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without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

- q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.
- r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.
- s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.
- t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation): Not Applicable
- u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:  
800-780-7102

**Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)**

- 3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.



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**ENGINEER'S CERTIFICATION OF COMPLIANCE**

PUBLIC TRANSPORTATION GRANT AGREEMENT  
BETWEEN  
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
and \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

DEPARTMENT CONTRACT NO.: \_\_\_\_\_

FINANCIAL MANAGEMENT NO.: \_\_\_\_\_

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: \_\_\_\_\_, P.E.

SEAL:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**EXHIBIT D**

**AGENCY RESOLUTION**

***PLEASE SEE ATTACHED***

**EXHIBIT E**

**PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION  
AVIATION PROGRAM ASSURANCES**

**A. General.**

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.
2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.
3. The Agency shall comply with the assurances as specified in this Agreement.
4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.
5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.
6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.
7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.
8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.
9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.
10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

**B. Agency Compliance Certification.**

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):
  - a. **Florida Statutes (F.S.)**
    - Chapter 163, F.S., Intergovernmental Programs
    - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
    - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
    - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
    - Chapter 332, F.S., Airports and Other Air Navigation Facilities
    - Chapter 333, F.S., Airport Zoning

- b. Florida Administrative Code (FAC)**
    - Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
    - Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
    - Section 62-256.300, FAC, Open Burning, Prohibitions
    - Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety
  - c. Local Government Requirements**
    - Airport Zoning Ordinance
    - Local Comprehensive Plan
  - d. Department Requirements**
    - Eight Steps of Building a New Airport
    - Florida Airport Revenue Use Guide
    - Florida Aviation Project Handbook
    - Guidebook for Airport Master Planning
    - Airport Compatible Land Use Guidebook
- 2. Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:
- a. Federal Requirements**
    - FAA AC 70/7460-1, Obstruction Marking and Lighting
    - FAA AC 150/5300-13, Airport Design
    - FAA AC 150/5370-2, Operational Safety on Airports During Construction
    - FAA AC 150/5370-10, Standards for Specifying Construction of Airports
  - b. Local Government Requirements**
    - Local Building Codes
    - Local Zoning Codes
  - c. Department Requirements**
    - Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
    - Manual on Uniform Traffic Control Devices
    - Section 14-60.007, FAC, Airfield Standards for Licensed Airports
    - Standard Specifications for Construction of General Aviation Airports
    - Design Guidelines & Minimum Standard Requirements for T-Hangar Projects
- 3. Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:
- a. Federal Requirements**
    - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
    - National Environmental Policy of 1969
    - FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
    - FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects
  - b. Florida Requirements**
    - Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
    - Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
    - Section 286.23, F.S., Public Business: Miscellaneous Provisions

**C. Agency Authority.**

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.
2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

**D. Agency Responsibilities.** The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

**1. Accounting System.**

- a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.
- b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.
- c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

**2. Good Title.**

- a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.
- b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

**3. Preserving Rights and Powers.**

- a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.
- b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

**4. Hazard Removal and Mitigation.**

- a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
- b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

**5. Airport Compatible Land Use.**

- a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.
- b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.
- c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

**6. Consistency with Local Government Plans.**

- a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.
- b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.
- c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

**7. Consistency with Airport Master Plan and Airport Layout Plan.**

- a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.
- b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:
  - 1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
  - 2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
  - 3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

- c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.
- d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

**8. Airport Financial Plan.**

- a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:
  - 1) The Airport financial plan will be a part of the Airport Master Plan.
  - 2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
  - 3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.
- b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

- 9. Airport Revenue.** The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

**10. Fee and Rental Structure.**

- a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.
- b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

**11. Public-Private Partnership for Aeronautical Uses.**

- a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.
- b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

**12. Economic Nondiscrimination.**

- a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.
  - 1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

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- 2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

- b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

**13. Air and Water Quality Standards.** The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

**14. Operations and Maintenance.**

- a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

- 1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
- 2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
- 3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

- b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

**15. Federal Funding Eligibility.**

- a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.
- b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

**16. Project Implementation.**

- a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.
- b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.
- c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

**17. Exclusive Rights.** The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

**18. Airfield Access.**

- a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency



equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

- b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

**19. Retention of Rights and Interests.** The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or aviation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

**20. Consultant, Contractor, Scope, and Costs.**

- a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.
- b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

**21. Planning Projects.** For all planning projects or other aviation studies, the Agency assures that it will:

- a. Execute the project per the approved project narrative or with approved modifications.
- b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.
- c. Make such project materials available for public review, unless exempt from public disclosure.
  - 1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
  - 2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.
- d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.
- e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:
  - 1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
  - 2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
  - 3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

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- f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.
- g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

**22. Land Acquisition Projects.** For the purchase of real property, the Agency assures that it will:

- a. **Laws.** Acquire the land in accordance with federal and/or state laws governing such action.
- b. **Administration.** Maintain direct control of Project administration, including:
  - 1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
  - 2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
  - 3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
  - 4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
  - 5) Establish a Project account for the purchase of the land.
  - 6) Collect and disburse federal, state, and local project funds.
- c. **Reimbursable Funds.** If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:
  - 1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
  - 2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
  - 3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
  - 4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.
- d. **New Airport.** If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:
  - 1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
  - 2) Complete an Airport Master Plan within two years of land purchase.
  - 3) Complete airport construction for basic operation within 10 years of land purchase.
- e. **Use of Land.** The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.
- f. **Disposal of Land.** For the disposal of real property the Agency assures that it will comply with the following:
  - 1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

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- 2) Land will be considered to be needed for airport purposes under this assurance if:
  - a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
  - b) Revenue from uses of such land contributes to airport financial self-sufficiency.
- 3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
- 4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

**23. Construction Projects.** The Agency assures that it will:

**a. Project Certifications.** Certify Project compliances, including:

- 1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
- 2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
- 3) Completed construction complies with all applicable local building codes.
- 4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

**b. Design Development.** For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

- 1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
- 2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
- 3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
- 4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

**c. Inspection and Approval.** The Agency assures that:

- 1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
- 2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
- 3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

**d. Pavement Preventive Maintenance.** The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

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**24. Noise Mitigation Projects.** The Agency assures that it will:

- a. Government Agreements.** For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.
  - 1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
  - 2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.
  
- b. Private Agreements.** For noise compatibility projects on privately owned property:
  - 1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
  - 2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

**- End of Exhibit E -**

## EXHIBIT F

### **Contract Payment Requirements Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

**RESOLUTION NO. 00-24-12**

**A RESOLUTION APPROVING FDOT PUBLIC TRANSPORTATION GRANT AGREEMENT NO. 438494-3-94-01 FOR THE CONSTRUCTION OF THE NEW AIR TRAFFIC CONTROL TOWER AT SPACE COAST REGIONAL AIRPORT.**

WHEREAS, on July 18, 2024, the Titusville–Cocoa Airport Authority in the regular session adopted Resolution No. 00-24-12, which approved FDOT Public Transportation Grant Agreement No. 438494-3-94-01 for the construction of the replacement Air Traffic Control Tower at Space Coast Regional Airport.

NOW, THEREFORE BE IT RESOLVED THAT THE TITUSVILLE-COCOA AIRPORT DISTRICT (also known as Titusville–Cocoa Airport Authority) approves the above-referenced FDOT Public Transportation Grant Agreement and authorizes its Director of Airports, Kevin Daugherty, to sign the required documents.

This Resolution dated and adopted this 18<sup>th</sup> day of July 2024.

**ATTEST:**

**TITUSVILLE-COCOA AIRPORT DISTRICT**

\_\_\_\_\_  
John Craig  
Chairman

\_\_\_\_\_  
Kevin Daugherty, AAE  
Director of Airports

Approved as to form and legality:

\_\_\_\_\_  
Adam Bird  
Airport Attorney



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

TIX, COI, X21

## **APPROVAL**

**RANKINGS OF SELECTION COMMITTEE FOR  
RFQ 2024-001, INSURANCE BROKERAGE SERVICES,  
AND AUTHORIZATION TO NEGOTIATE WITH TOP-RANKED  
FIRM**



**TCAA RFQ 2024-01**  
**Request for Qualifications**  
**Insurance Broker Services**

**Background**

Over the past several years, TCAA has been served by Brown & Brown Insurance Company to provide insurance broker services for the Authority's property and liability insurance coverages. With the renewal of insurance coverages and payment of premiums coming due on October 1<sup>st</sup>, it was determined that it would be a prudent business practice to offer other broker firms an opportunity to participate in a fair and open selection process based on their qualifications and experience working with airports in handling their insurance needs.

**Discussion**

On May 10, 2024, a Request for Qualifications (RFQ) was publicly advertised, and notices sent directly to (7) broker firms that appeared to be qualified to provide airport-related insurance services. Responses were due on June 11, 2024, and the Authority received Statements of Qualifications from the following firms:

- Brown & Brown Insurance Company
- Gallagher & Company
- McGriff Insurance Services, LLC

To assist in evaluating the submittals, a Selection Committee was formed, comprised of the following members:

Kevin Daugherty	TCAA Director of Airports
Justin Hopman	TCAA Deputy Director, Operations & Maintenance
Christy Kinard	TCAA Deputy Director, Finance & Administration
Stine Fredheim	TCAA, Finance Specialist
Mark Langdorf	City of Titusville, Risk Manager

Copies of each firm's submittal were distributed to each Selection Committee member along with an evaluation sheet for scoring each firm based on specific selection criteria that was included in the RFQ. On July 11, 2024, the Selection Committee met to review their individual scores and to conduct interviews with representatives of each firm. After the interviews, the Selection Committee deliberated to discuss their observations and opinions regarding the qualifications of each firm and to make any adjustments in their scoring.



Based on the Committee’s final evaluation scores and their unanimous consensus, the ranking of the three firms was as follows:

1. Gallagher
2. McGriff
3. Brown & Brown

The following table presents the Committee’s individual and cumulative scores.

**Selection Committee’s Final Evaluations & Rankings**  
**TCAA RFQ 2024-001**  
**INSURANCE BROKER SERVICES**

Evaluation Criteria	Max Pts	Cumulative Score		
		B&B	Gallagher	McGriff
1. Qualifications	100	91	100	86
2. Understanding	100	79	100	76
3. Approach to Basic Account Services	75	62	70	65
4. References	75	33	57	67
5. Account Manager’s Qualifications & Experience	75	62	74	62
6. Proximity	50	44	42	47
7. Interest, Responsiveness, & Appearance	25	19	25	23
<b>TOTAL EVALUATION POINTS (MAX 500 PTS)</b>	<b>500</b>	<b>390</b>	<b>468</b>	<b>426</b>

Rank	Respondent	Evaluator					Cumulative Score	
		No. 1	No. 2	No. 3	No. 4	No. 5	Total	Percent
1.	Gallagher	90	97	89	93	99	468	93.6
2.	McGriff	70	95	87	95	79	426	85.2
3.	Brown & Brown	74	85	71	79	81	390	78.0

**Recommendation**

It is recommended that the Authority accept the results of the Selection Committee’s rankings and authorize the Director to begin negotiations with Gallagher to provide insurance broker services for the next three years with the option for two (2) one-year extensions. The contract will be presented to the Airport Authority at an upcoming meeting for approval.



**ANNUAL PERFORMANCE EVALUATION**  
**DIRECTOR OF AIRPORTS**



TITUSVILLE-COCOA AIRPORT AUTHORITY  
APPRAISAL CRITERIA FOR  
DIRECTOR OF AIRPORTS

**Kevin Daugherty, A.A.E.**

Director of Airports  
Self-Evaluation  
July 2024

The Titusville-Cocoa Airport Authority evaluates the Director of Airports in ten primary categories. Each category has a rating scale between one and five. The number 1 is the lowest score and is equivalent to unsatisfactory performance; the number 3 is equivalent to satisfactory performance, and the number 5 is equivalent to excellent performance. Utilize the numbers 2 and 4 to indicate performance somewhere between the various levels.

**Category One: Business Development**

1 2 3 **4** 5

Endeavors to maximize business revenues of both aviation and non-aviation assets. Proposes viable and well researched alternatives and business propositions to the Board. Oversees the management of Authority assets exercising sound business principles and develops infrastructure priorities taking into consideration fiscal concerns.

A listing of lease agreements that were presented and approved during the Director's evaluation period has been provided within the attachment. We have been focused on seeking new revenue sources and ensuring that existing lease agreements are increased to current Fair Market Value to comply with the FAA and FDOT grant assurance program. There has also been effort to correct existing Exhibit A and legal descriptions within existing agreements.

We are currently in discussions with new potential tenants that include a German-based Aircraft Recovery Training company (TIX), new MRO company focused on small jet repair (TIX), Florida-based Flight Training Academy (TIX), and aircraft manufacturer (COI), along with several confidential Space-based companies interested in expanding on the Space Coast.



## **Category Two: Relationship with Board**

1 2 3 4 **5**

Apprises Board members, in a timely manner, of developments, issues, needs, and operations at the airport. Provides professional advice and alternatives when needed. Responds to Authority requests for information. Develops and explains alternatives. Acts impartially toward the Board. Reacts positively and constructively to appropriate criticism. Strives to maintain a harmonious relationship with the Board. Responds positively to Board directions.

- o Readily accessible for individual meetings if Board members have questions or concerns regarding agenda items or other airport-related activities or issues
- o Encourage Board member participation at meetings, informational seminars, and conferences
- o Seek Board member insight and input on challenging issues or concerns
- o Continually responsive to member inquiries, whether in-person, via telephone, or email
- o Portray a demeanor of inclusiveness of Board in every pertinent aspect of airport-related activities

## **Category Three: Financial Management**

1 2 3 **4** 5

Directs and manages staff and advisors to ensure Authority funds are invested in accordance with Authority Policy. Monitors financial performance of the organization to ensure efficient and effective performance. Prepares a budget that is responsive to the goals of the Authority and presents it in an easily comprehensible manner. Evaluates financial controls for regulatory compliance.

- o Recently retired the debt service associated with the Authority's Line of Credit
- o Remained within confines of Authority's allocated annual operating budget
- o Successfully completed and presented the Authority's annual Independent Audit
- o Received numerous FAA and FDOT grant awards (\$10,487,646) during this evaluation period

### Space Coast Regional Airport

- o Runway 18 – 36 Rehabilitation (Design + Permitting) FAA \$703,722
- o Runway 18 – 36 Rehabilitation (Design + Permitting) FDOT \$64,537
- o Air Traffic Control Tower (Construction) FDOT \$3.0M
- o Air Traffic Control Tower (Construction) FAA \$2.0M
- o NE Corporate Hangar Development (Design + Permitting) \$620,000
- o Challenger Avenue Extension (Construction) FDOT \$3.7M

### Merritt Island Airport

- o Runway 11-29 Rehabilitation (Design + Permitting) – FAA \$366,784
- o Runway 11-29 Rehabilitation (Design + Permitting) – FDOT \$32,603

#### **Category Four: Public Image**

1 2 3 **4** 5

Initiates and fosters a positive image of the Authority and the airport. Builds rapport with the community and the media through pro-active communications and development of relationships. Participates in speaking engagements to promote the image of the airport. Represents the Authority with aviation-related organizations to reflect the professionalism of the staff.

- o Ensure Authority presence at events related to the space and aviation industries to increase awareness of the Authority system of airports and FAA-licensed spaceport
- o Interact with aviation and space-related regulatory agencies and organizations to enhance knowledge of new regulations, as well as current trends
- o Bolster awareness of Authority by establishing a social media presence on LinkedIn and other platforms such as print advertising, press releases, and collateral materials
- o Ensure substantial participation in community and civic events
- o Accept invitations to serve on aviation-related and/or space-industry panel discussions produced by local and regional organizations, such as area chambers of commerce, SCTPO, Leadership Brevard, etc., and present information on airport/spaceport activities
- o Inspect all airports routinely with staff to interact with tenants and determine if there are issues or concerns to be addressed and to increase attention to public relations

#### **Category Five: Staff Development**

1 2 3 **4** 5

Sets the example and creates a superior performance environment for the organization. Develops and implements sound personnel policies and procedures and fosters good morale. Treats all personnel fairly and without favoritism or discrimination. Delegates authority as appropriate and sets high standards for all personnel. Endeavors to maintain positive and cordial relationships with all employee groups and representatives. Takes an active role in development of compensation policy and makes recommendations to the Board within the budgetary limitations that best serve the organization.

- o Develop an enhanced professional environment and a positive workplace culture for the Authority staff members
- o Foster morale and goodwill in the office on a daily basis; no staff departures within this evaluation period
- o Equip staff members with the tools they need to do their jobs and allow them to work with autonomy and with minimal interference except when they have questions or need assistance
- o Do not micromanage
- o Encourage professional development, certification, and training through attendance at conferences and educational events and seminars
- o Maintain membership in numerous professional organizations in the space and aviation industries; participate actively in the activities they offer

## **Category Six: Community Relations**

1 2 3 **4** 5

Strengthens working relationships with appointed and elected officials of other governmental entities. Develops joint approaches to issues of mutual interest. Communicates with business, civic and neighborhood organizations, and works to solve airport-related issues as they arise with the affected parties. Develops a cooperative relationship with the media and achieves the status as a community leader and expert in aviation issues.

Regularly attend meetings, provide reports on Authority activities and projects, and participate in organization-sponsored events of the following entities:

- o Titusville Area Chamber of Commerce (Executive Committee/Board Member)
- o Economic Development Commission of Florida's Space Coast (At-Large Board Member)
- o Cocoa Beach Regional Chamber of Commerce (Member)
- o EAA Merritt Island Chapter (Member)
- o National Space Club, Florida Chapter (Member)
- o North Brevard Economic Development Zone (Liaison)
- o City of Titusville site plan review committee meetings to support prospective tenants
- o Space Coast Transportation Planning Organization meetings and seminars (Member of SCTPO Technical Advisory Committee)
- o Federal Aviation Administration & FAA Office of Spaceports
- o Florida Department of Transportation
- o Space Florida Board of Directors

Foster relationships at the federal level by meeting with:

- o U.S. Congressman Bill Posey
- o Staff of U.S. Senator Marco Rubio

Arrange and personally provide tours of the airport(s) with constituents that have registered complaints regarding noise or other issues to demonstrate willingness to listen to concerns and to be a responsible neighbor and partner

## **Category Seven: Strategic Planning and Goals**

1 2 3 **4** 5

Coordinates with the Board in establishing short- and long-term objectives for the Authority. Develops challenging goals and objectives for his/herself and staff that lead to the accomplishment of the objectives. Monitors, evaluates, and communicates the results to the board on a regular basis.

- o Complete the Airport's Master Plans for TIX, COI and X21 and begin implementing the new Capital Improvement Program with an emphasis on site-readiness and infrastructure improvements; finalized the Exploration Spaceport Master Plan and submitted to Space Florida
- o Finalize review of the Authority's Policy and Procedure Handbook and recommend updates to the Board for approval
- o Begin construction on the new Air Traffic Control Tower at TIX in fall of 2024
- o Focus on airfield infrastructure for all three Authority airports (upcoming projects will include Runway 18 – 36 Rehabilitation (construction) and Taxiway A (design) at TIX, along with Runway 11-29 and Taxiways A & B at COI)
- o Continue to fortify relationships with funding partners (FAA, Space Florida, and FDOT), commercial business tenants, and community stakeholders
- o Enhance operating budget by pursuing new aeronautical and non-aeronautical revenues for the Authority



### **Category Eight: Leadership**

1 2 3 **4** 5

Establishes his/her leadership in all areas of the organization. Sets an example for others to follow and earns respect and support of subordinates. Takes overall responsibility for projects and obtaining and using resources. Participates in aviation, business and community organizations demonstrating leadership and knowledge that earns confidence in the ability of the Director.

- Ensure that staff members feel comfortable engaging with management and introducing new ideas and concepts that are able to be discussed within the team environment
- Permit staff members to assume leadership roles on particular tasks and ensure their accountability, providing guidance as necessary
- Delegate assignments to staff members

### **Category Nine: Job and Industry Knowledge**

1 2 3 **4** 5

Effectively applies a high degree of knowledge and expertise relating to the developments in the aviation industry and the implications for aviation, and the airports in particular. Organizes the responsibilities of the Authority departments, reviews the administration and operation of the airport, and demonstrates a wide breadth of knowledge in various areas including, finance, legal matters, leasing and business development, regulatory affairs, facility maintenance, labor relations, budgeting, and legislative affairs.

- Participate in meetings and webinars with industry associations (AAAE, FAC and Global Spaceport Alliance (GSA) and Commercial Spaceflight Federation (CSF)
- Ensure knowledge base is current through interacting with professional organizations and industry associations
- Attended industry conferences (AAAE, FAC and GSA / CSF) this evaluation period
- Continually visit and interact with each airport and tenants to determine issues and concerns



## **Category Ten: Regulatory Compliance**

1 2 3 **4** 5

Ensures airport compliance with Federal, State and Local laws and regulations including applicable Federal Aviation Regulations (FAR's), FAA Grant Assurances, Florida DOT regulations and grant requirements, Passenger Facility Charge requirements, Development of Regional Impact conditions, noise mitigation rules, security regulations and emergency procedures, personnel laws and regulations, audit and financial management requirements, and Sunshine Law requirements.

- Remain in constant communication with federal, state, county, and municipal local agencies and staff members
- Ensure continued current knowledge of federal, state, county, and municipal regulations and their potential impacts on the airport system
- Review and rely on information provided by government agencies, as well as industry organizations and associations, regarding changes to current laws and regulations and their impact on airport operations





July 9, 2024

Chairman John Craig  
Board of Directors  
Titusville-Cocoa Airport Authority  
51 Bristow Way  
Titusville, FL 32780

Sent via email via [kdaugherty@flyspacecoast.org](mailto:kdaugherty@flyspacecoast.org)

**RE:** Letter of Support for Performance Evaluation

Dear Chairman,

We would like to express our continued sincerest appreciation for Kevin Daugherty as the Airport Director. We continue to have pleasant, professional, and productive dealings with him and his entire staff.

Together, we have approached our business relationship as if it were a Public Private partnership, to ensure win-win outcomes that will allow our project to serve the Authority, the Community, and its occupiers.

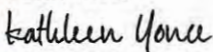
Kevin's vision and advancement of our project made the opportunity to work with your Board possible. But his collaborative attitude and willingness to engage on the day-to-day issues that arise make that partnership thrive.

The preparedness and advancement of the Board's vision in the new Master plans that were completed under his management will allow the Airport Authority to meet the opportunities that are inherent to the Community as the industries surrounding TIX continue to grow.

As we continue to advance the Space Coast Innovation Park towards vertical development, it is clear that his ability to identify and create opportunities has already and will continue to serve the Authority and the community and its future very well.

We deeply believe that his visionary and consistent push towards advancements will continue to attract Tenants and enhance the attractiveness of TIX for decades to come.

Sincerely,

DocuSigned by:  
  
00AD3068E8C545C...

Kathleen Yonce  
Space Coast Innovation Park, LLC  
KEY Group

July 11, 2024

Titusville-Cocoa Airport Authority Board of Directors  
355 Golden Knights Boulevard  
Titusville, FL 32780

Dear Mr. Chairman and TCAA Board Members,

It is my understanding that Kevin Daugherty, A.A.E., director of airports, will soon receive his annual performance evaluation. Since being selected to serve as director, Kevin has executed numerous beneficial changes within the organization, and an elevated sense of employee morale is evident.

For the past three years, Kevin has worked diligently to enhance the Authority's public image and bolster relationships within the community. And, he has also been quite successful at attracting new commercial aerospace development for the Authority.

Kevin has superior tenant-relations skills. He engages with leaseholders on a continual basis, ensuring that we are continually apprised of airport activities, including the master plan update process. He genuinely enjoys hearing about the progress of our respective business ventures and is also of great assistance to tenants that want to pursue future activities, always remaining mindful of and reminding us of potential impacts to the airport and the airfield.

Thank you for your time. If I am able to answer any questions or provide you with additional information, please contact me.

Sincerely,



Wasim Niazi, MD  
River Fly In



Friday 12 July 2024

Titusville-Cocoa Airport Authority Board of Directors  
355 Golden Knights Boulevard  
Titusville, FL 32780

Mr. Chairman, Members of the TICO Airport Authority Board,

I write to you today in support of the upcoming annual performance evaluation for Kevin Daugherty, A.A.E., director of airports.

Kevin excels at tenant relations, he often visits us, not only to hear about how business is progressing, but also to determine if he can add assistance with our future needs. He has kept us informed regarding the master plan update process, and he is very helpful when we wish to discuss pursuing potential future endeavors.

For the past three years, Kevin has succeeded in implementing a variety of positive transformations within the organization, it appears staff morale is at an all-time high. He does an excellent job managing the Authority's three airports and all of their assets and has also been successful at attracting new commercial aerospace development at Space Coast Regional Airport, in particular.

Thank you for your time.

Sincerely,

Carsten Petersen - Owner  
Space Coast Executive Jet Center



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**REPORT**

**DEPUTY DIRECTOR OF OPERATIONS & MAINTENANCE**



## **CAPITAL IMPROVEMENTS PROJECTS UPDATE**

# Airport Project Updates

## New Projects

- Challenger Extension Design
- TIX 18/36 Rehab Design
- TIX ATCT Design

TIX, COI, X21

## PROJECT: Challenger Avenue Extension Design

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

**CURRENT STATUS:** Reviewed 90% drawings. Seeking additional funding from Space Florida to accommodate a regional drainage area in support of the roadway and development.

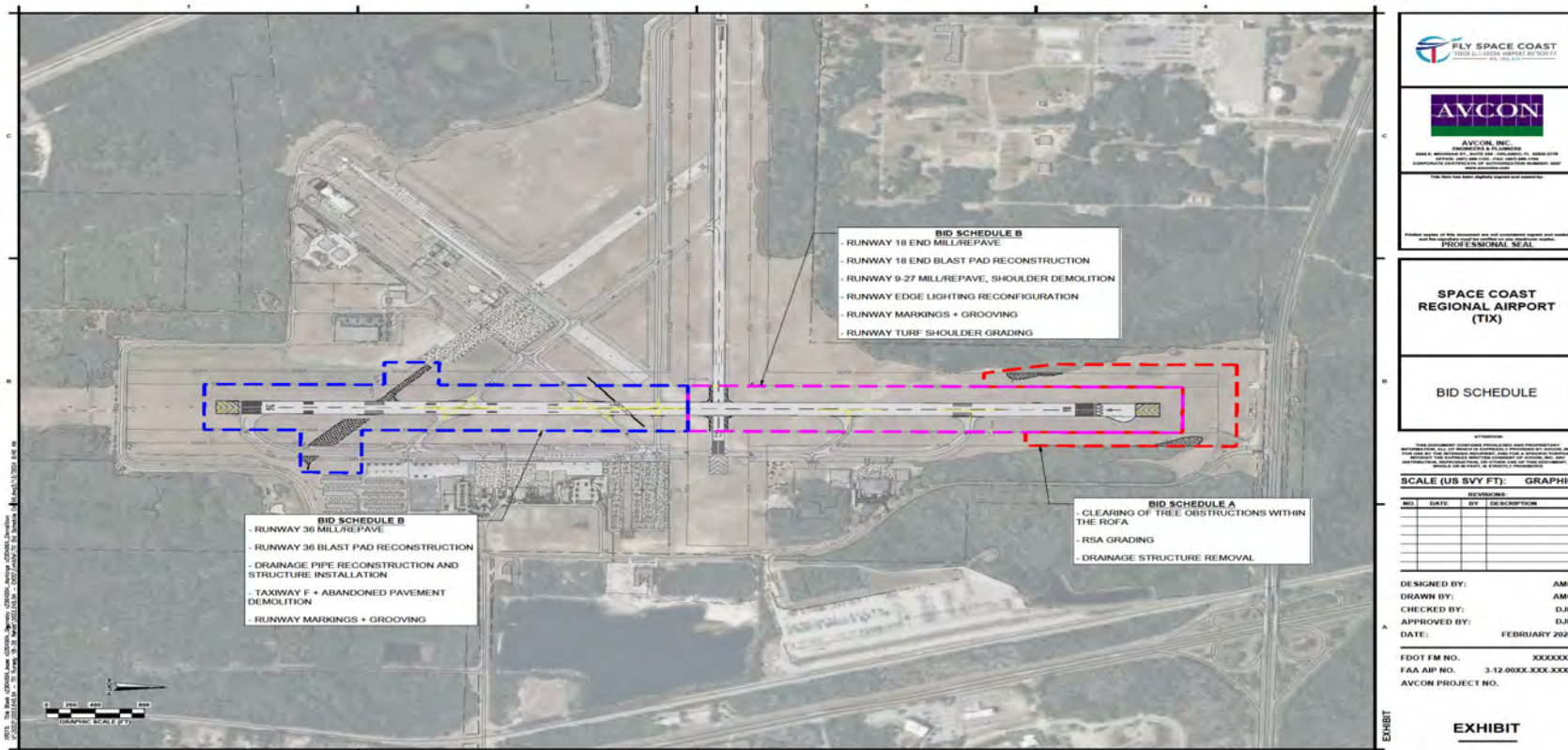
FLY SPACE COAST  
AUTHORITY



# PROJECT: TIX RWY 18/36 Rehabilitation (Design)

**BUDGET:** \$806,000 (90% FAA, 8% FDOT, 2% Local)

**CURRENT STATUS:** Received construction bids (low bid \$8,772,080.75), awaiting grant awards from FAA/FDOT partners.

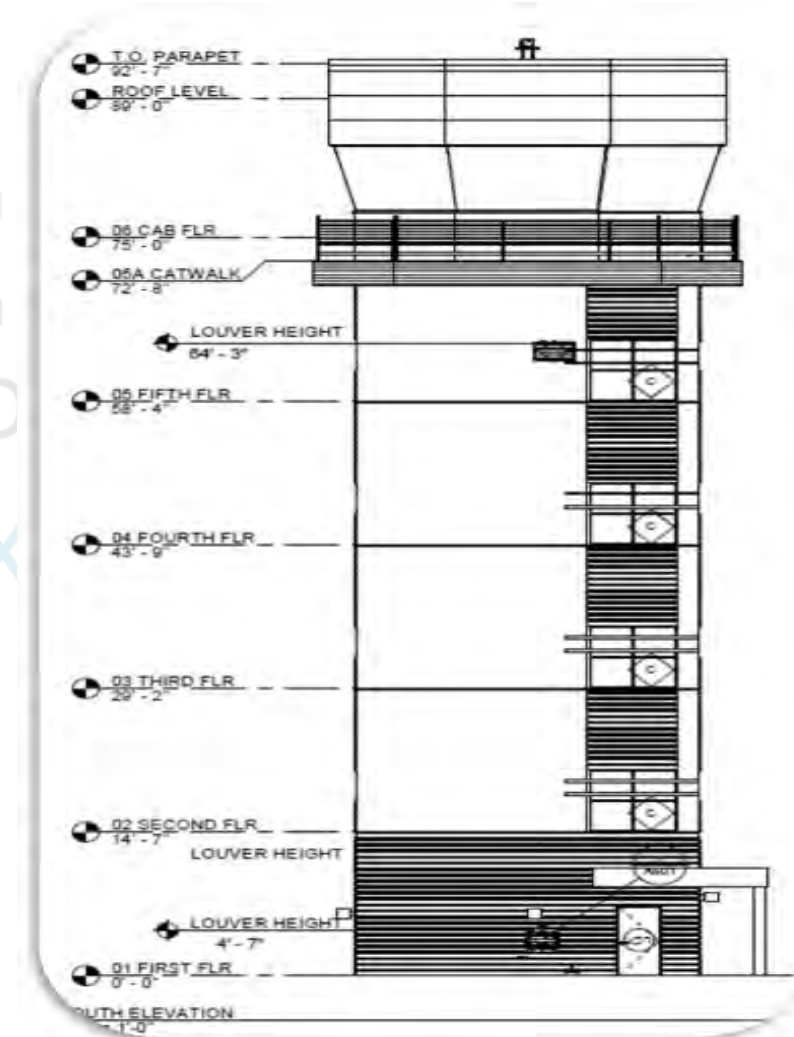




# PROJECT: Design of the Replacement Airport Traffic Control Tower – Space Coast Regional Airport

**BUDGET:** \$960,000 (80/20 FDOT Grant)

**CURRENT STATUS:** Site plan under review by City of Titusville. Construction bids received (Low bid \$7,987,334.00). Awaiting grant awards from FAA/FDOT partners.



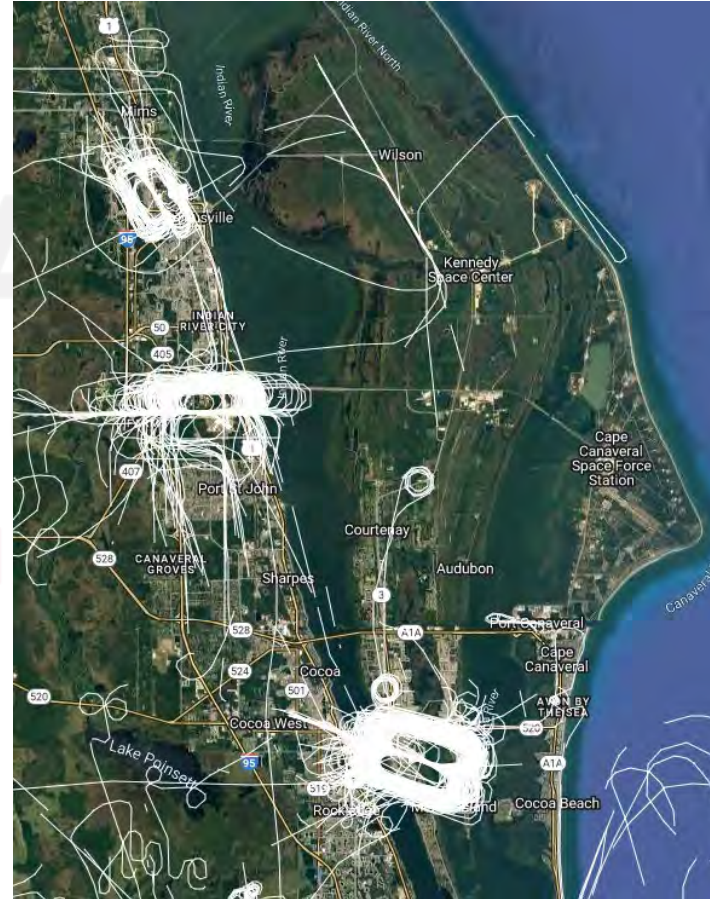
# Airport Noise Complaints

June 2024

**X21 - 1**

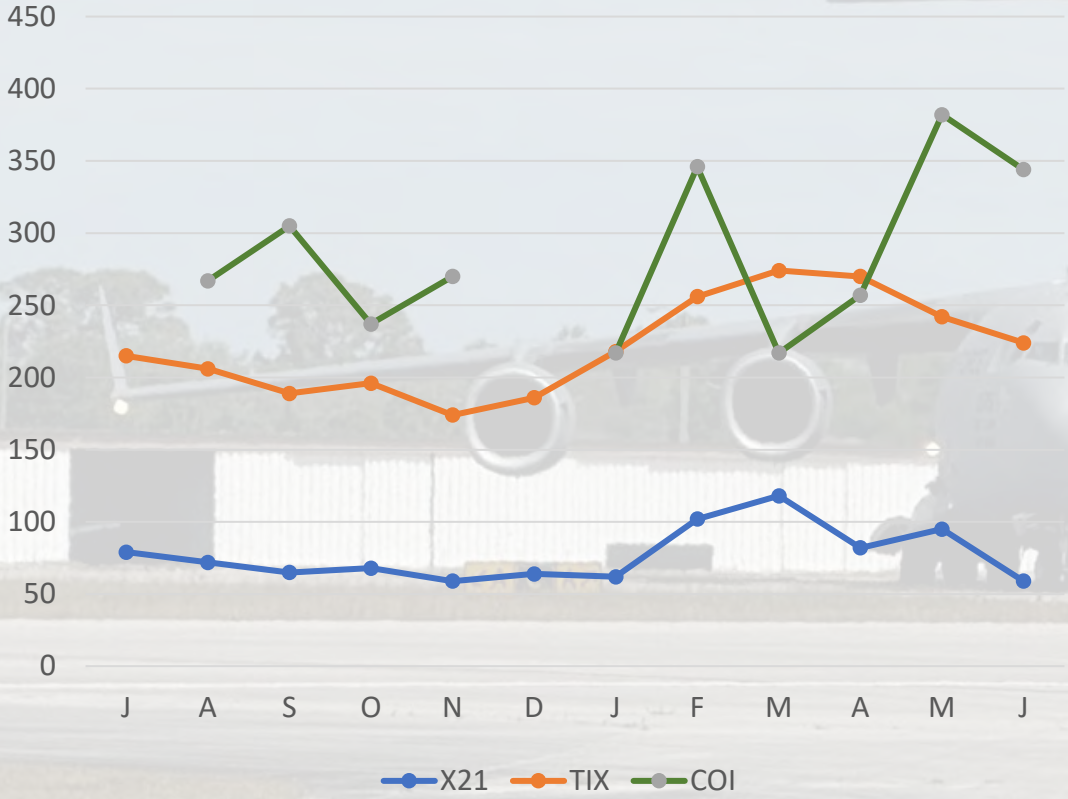
**TIX - 3**

**COI - 2**



# June 2024 Average Daily Operations

2023/2024 Operations

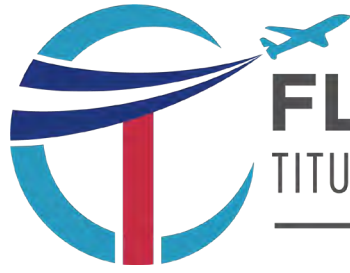


**X21 59**

**TIX 224**

**COI 344**

Data collected by VirTower



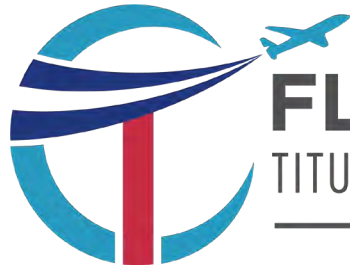
**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**REPORT**

**DEPUTY DIRECTOR OF FINANCE & ADMINISTRATION**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## CHECK REGISTER

## June 2024 Check Register

Vendor	Type	Num	Date	Amount
Mission Square - 303301	Bill Pmt -Check	6196	06/14/2024	257.61
Alligator Plumbing	Bill Pmt -Check	6197	06/14/2024	4,955.00
Amazon Capital services	Bill Pmt -Check	6198	06/14/2024	242.28
AT&T	Bill Pmt -Check	6199	06/14/2024	554.98
AVCON	Bill Pmt -Check	6200	06/14/2024	10,500.00
AVCON	Bill Pmt -Check	6201	06/14/2024	8,059.10
AVCON	Bill Pmt -Check	6202	06/14/2024	2,256.45
AVCON	Bill Pmt -Check	6203	06/14/2024	3,062.48
Boggs Gases	Bill Pmt -Check	6204	06/14/2024	74.00
Brevard Uniform Co	Bill Pmt -Check	6205	06/14/2024	66.90
Cliff Berry, Inc.	Bill Pmt -Check	6206	06/14/2024	150.00
Culligan	Bill Pmt -Check	6207	06/14/2024	81.92
Department of Environmental Protection	Bill Pmt -Check	6208	06/14/2024	125.00
Economic Development Commission	Bill Pmt -Check	6209	06/14/2024	75.00
Faster Than Sound, Inc	Bill Pmt -Check	6210	06/14/2024	1,780.00
Florida Alarm & Security Technologies	Bill Pmt -Check	6211	06/14/2024	35.00
Florida Coast Equipment	Bill Pmt -Check	6212	06/14/2024	93.64
FPL	Bill Pmt -Check	6213	06/14/2024	5,059.94
FPL	Bill Pmt -Check	6214	06/14/2024	685.10
FPL	Bill Pmt -Check	6215	06/14/2024	781.17
Home Depot Credit Services	Bill Pmt -Check	6216	06/14/2024	748.99
Konica Minolta Business Solutions	Bill Pmt -Check	6217	06/14/2024	438.47
Lacy's Lock	Bill Pmt -Check	6218	06/14/2024	40.00
Media 1 Signs Inc.	Bill Pmt -Check	6219	06/14/2024	4,488.00
Michael Baker International	Bill Pmt -Check	6220	06/14/2024	27,495.26
Michael Baker International	Bill Pmt -Check	6221	06/14/2024	1,909.45
Personnel Concepts	Bill Pmt -Check	6222	06/14/2024	605.27
Preferred Governmental Insurance Trust	Bill Pmt -Check	6223	06/14/2024	3,617.50
RICONDO	Bill Pmt -Check	6224	06/14/2024	4,119.16
RICONDO	Bill Pmt -Check	6225	06/14/2024	23,292.21
RICONDO	Bill Pmt -Check	6226	06/14/2024	29,630.36
RICONDO	Bill Pmt -Check	6227	06/14/2024	25,910.46
Robertson's Lawns Inc	Bill Pmt -Check	6228	06/14/2024	1,000.00
Southeast Services of CFL Inc.	Bill Pmt -Check	6229	06/14/2024	2,610.00
T's Handyman Service	Bill Pmt -Check	6230	06/14/2024	6,515.75
Waterbird Window Cleaning	Bill Pmt -Check	6231	06/14/2024	870.00
Watkins Oil	Bill Pmt -Check	6232	06/14/2024	2,891.01
NAPA Auto Parts	Bill Pmt -Check	6233	06/14/2024	474.95
Patrick Casa	Bill Pmt -Check	6234	06/14/2024	363.97
Patrick Casa	Bill Pmt -Check	6235	06/14/2024	25.00
Stephen McCain	Bill Pmt -Check	6236	06/14/2024	25.00
Michael Andrews	Bill Pmt -Check	6237	06/14/2024	25.00

## June 2024 Check Register

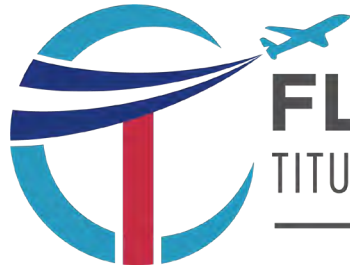
Daniel J. Kluth	Bill Pmt -Check	6238	06/14/2024	25.00
Windstream	Bill Pmt -Check	6239	06/14/2024	1,605.65
Mission Square - 303301	Bill Pmt -Check	6240	06/28/2024	257.61
Davis Vision	Bill Pmt -Check	6241	06/28/2024	79.45
CHLIC	Bill Pmt -Check	6242	06/28/2024	526.09
Standard Insurance Company	Bill Pmt -Check	6243	06/28/2024	619.58
Board of County Commissioners	Bill Pmt -Check	6244	06/28/2024	15,800.95
Allen Enterprises, Inc.	Bill Pmt -Check	6245	06/28/2024	75.51
Amazon Capital services	Bill Pmt -Check	6246	06/28/2024	243.99
Arthur J. Gallagher Risk Management Serv.	Bill Pmt -Check	6247	06/28/2024	10,557.00
AT&T	Bill Pmt -Check	6248	06/28/2024	348.21
AT&T Business	Bill Pmt -Check	6249	06/28/2024	1,773.19
AT&T Internet	Bill Pmt -Check	6250	06/28/2024	53.50
AT&T Mobility	Bill Pmt -Check	6251	06/28/2024	589.76
Black's Spray Service, Inc	Bill Pmt -Check	6252	06/28/2024	175.00
Brevard Uniform Co	Bill Pmt -Check	6253	06/28/2024	66.90
City of Cocoa	Bill Pmt -Check	6254	06/28/2024	302.32
City Of Titusville	Bill Pmt -Check	6255	06/28/2024	324.09
FPL	Bill Pmt -Check	6256	06/28/2024	662.63
FPL	Bill Pmt -Check	6257	06/28/2024	794.62
FPL	Bill Pmt -Check	6258	06/28/2024	2,701.11
Keepem Runnin, LLC	Bill Pmt -Check	6259	06/28/2024	81.54
Lacy's Lock	Bill Pmt -Check	6260	06/28/2024	68.00
NAPA Auto Parts	Bill Pmt -Check	6261	06/28/2024	22.87
Pitney Bowes Bank Inc Purchase Power	Bill Pmt -Check	6262	06/28/2024	200.00
Southeast Services of CFL Inc.	Bill Pmt -Check	6263	06/28/2024	1,721.87
Staples	Bill Pmt -Check	6264	06/28/2024	58.22
Watkins Oil	Bill Pmt -Check	6265	06/28/2024	3,737.64
Whitebird Attorneys at Law	Bill Pmt -Check	6266	06/28/2024	3,695.83
Dish	Bill Pmt -Check	6267	06/28/2024	80.10
				<b>223,239.61</b>

**VOIDED Check**

NAPA Auto Parts	Bill Pmt -Check	6085	04/19/2024	-474.95
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(Check never received by vendor)

VOIDED as part of 6/14/2024 Check run



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## FINANCIAL STATEMENTS



**Titusville-Cocoa Airport Authority, Florida**  
**FINANCIAL STATEMENTS**  
**6/30/2024**

**Titusville-Cocoa Airport Authority**  
**Statements of Net Position**

	6/30/2024	9/30/2023
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 1,327,692	\$ 1,609,698
Restricted cash and cash equivalents	262,624	255,953
Accounts receivable	350,233	235,500
Reserve for Bad Debt	-	(49,110)
Leases receivable	215,670	215,670
Due from other governments	274,475	1,086,928
Prepaid expenses	177,743	32,961
Total current assets	2,608,439	3,387,600
<b>Noncurrent capital assets</b>		
Land	13,621,899	13,621,899
Buildings and improvements	34,044,942	34,044,942
Runways and lighting	45,607,116	45,082,353
Furniture, fixtures, and equipment	623,624	1,145,424
Vehicles	1,261,417	1,261,417
Construction in process	6,751,596	4,099,464
Accumulated depreciation	(34,804,699)	(32,897,912)
Lease receivables	19,484,059	19,484,059
Total noncurrent capital assets	86,589,954	85,841,646
<b>Total assets</b>	<b>\$ 89,198,393</b>	<b>\$ 89,229,246</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflow related to pensions	\$ 340,348	\$ 340,348
Deferred outflow related to other post-employment benefits	14,044	14,044
<b>Total deferred outflows of resources</b>	<b>\$ 354,392</b>	<b>\$ 354,392</b>

**Titusville-Cocoa Airport Authority**  
**Statements of Net Position**

	6/30/2024	9/30/2023
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable	\$ 6,594	\$ 668,439
Retainage payable	112,166	99,139
Accrued expenses and other liabilities	49,452	215,281
Truist - Line of Credit	-	309,094
ST - Note payable - USATS Bldg 1	240,000	240,000
Refundable deposits	263,418	255,953
Unearned revenue	1,161,942	982,474
Compensated absences	92,298	77,767
Total current liabilities	1,925,870	2,848,147
<b>Noncurrent liabilities</b>		
Note payable - USATS Bldg 1	240,000	480,000
Net pension liabilities	1,367,849	1,367,849
Other post-employment benefits liability	28,925	28,925
Total noncurrent liabilities	1,636,774	1,876,774
<b>Total liabilities</b>	\$ 3,562,644	\$ 4,724,921
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows related to pensions	147,095	147,095
Deferred inflows of leases	\$ 18,279,256	\$ 18,279,256
<b>Total deferred inflows of resources</b>	\$ 18,426,351	\$ 18,426,351
<b>NET POSITION</b>		
Net investment in capital assets	\$ 66,513,728	\$ 65,198,510
Restricted for airport improvements	995,081	995,081
Unrestricted	54,981	238,775
<b>Total net position</b>	\$ 67,563,790	\$ 66,432,366

**Titusville-Cocoa Airport Authority**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For the Nine Months Ending June 30, 2024**

	Arthur Dunn	Merritt Island	Space Coast Regional	Space Coast Space Station	TCAA Airport Authority G&A	Consolidated
<b>Operating revenues</b>						
T-hangars	\$ 159,013	\$ 569,053	\$ 302,553	\$ -	\$ -	\$ 1,030,619
Fixed base operations	61,440	149,672	108,117	-	-	319,230
Building, land, and other leases	81,938	236,723	741,625	513,903	-	1,574,189
Miscellaneous revenue	22,905	2,779	71,633	4,115	5,155	106,587
<b>Total Operating Revenue</b>	<b>325,296</b>	<b>958,228</b>	<b>1,223,928</b>	<b>518,018</b>	<b>5,155</b>	<b>3,030,625</b>
<b>Operating expenses</b>						
Operating and maintenance expenses						
Wages and personnel expenses	100,883	204,072	478,719	96,174	275,926	1,155,774
Professional services	1,249	11,083	1,250	-	109,314	122,896
Communications and utilities	15,032	44,607	71,992	43	25,398	157,071
Insurance	60,428	127,534	217,869	20,960	5,774	432,565
Marketing & website	-	115	44	12,750	14,131	27,040
Repairs and maintenance	47,085	72,778	125,087	3,894	6,613	255,457
Materials and supplies	8,083	8,143	27,325	7,981	18,357	69,889
Bad debt expense	-	(3,116)	-	-	-	(3,116)
Total operating and maintenance expenses	232,760	465,216	922,287	141,802	455,511	2,217,577
Non-cash operating expenses						
Depreciation	149,806	535,284	1,196,977	33,864	-	1,915,929
<b>Total operating expenses</b>	<b>382,566</b>	<b>1,000,501</b>	<b>2,119,265</b>	<b>175,666</b>	<b>455,511</b>	<b>4,133,508</b>
<b>Operating gain (loss)</b>	<b>(57,270)</b>	<b>(42,273)</b>	<b>(895,336)</b>	<b>342,352</b>	<b>(450,356)</b>	<b>(1,102,883)</b>
<b>Non-operating revenues (expenses)</b>						
Interest income					2,782	2,782
Interest expense					(10,313)	(10,313)
Fraudulent expense					-	-
Total non-operating revenues (expenses)	-	-	-	-	(7,531)	(7,531)
Gain (Loss) before contributions	(57,270)	(42,273)	(895,336)	342,352	(457,888)	(1,110,414)
Capital contributions	445,346	799,695	996,797	-	-	2,241,838
<b>Change in net position</b>	<b>\$ 388,076</b>	<b>\$ 757,422</b>	<b>\$ 101,461</b>	<b>\$ 342,352</b>	<b>\$ (457,888)</b>	<b>1,131,424</b>
Net position, beginning of year						66,432,366
Net position, June 30, 2024						<b>\$ 67,563,790</b>



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**REPORT**  
**AUTHORITY ATTORNEY**

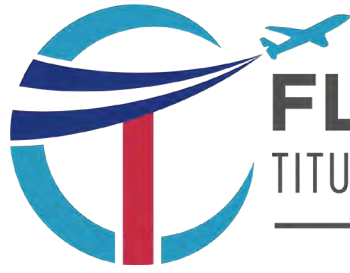


**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**REPORTS**  
**AUTHORITY MEMBERS**

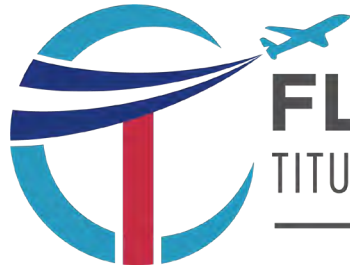


**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

## **PUBLIC COMMENT**



**FLY SPACE COAST**

TITUSVILLE-COCOA AIRPORT AUTHORITY

— TIX, COI, X21 —

**ADJOURN**