

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on May 15, 2008 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Ms. Patricia Patch, Vice Chair/Treasurer; Mr. Ken Rivard, Secretary; Ms. Veronica Clifford; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. Mr. Ken Griffin, Dr. Wasim Niazi, & Dr. David L. Hosley were absent.

Call to Order

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

Approval of the Agenda

Mr. Sansom asked if there were any requests to amend the Agenda. Seeing none, Mr. Sansom called for a motion to approve the Agenda. Ms. Patch made a motion to approve the Agenda, as presented. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections to the motion. Motion passed.

Approval of the Titusville-Cocoa Airport Authority Minutes

Mr. Sansom asked for approval of the April 17, 2008 Regular Meeting Minutes. Ms. Clifford made a motion to approve the minutes as presented. Ms. Patch seconded. Mr. Sansom called the question. There were no objections to the motion. Motion passed.

Old Business**Item A – Discussion & Consideration of the Proposed 2008-2009 Fiscal Year Budget**

Mr. Powell gave brief overview of the item and recommended that the Board approve the proposed budget. Discussion ensued.

The Board went through the budget items. Mr. Powell stated that the proposed 2008-2009 budget was completely in line with the 2007-2008 budget and that Staff had further cut line items wherever they could.

Mr. Powell gave an overview of the Professional Services line. Mr. Sansom discussed Federal Consultant Services and asked Mr. Powell if Staff had spoken with Mr. Ed Pauley for any assistance. Mr. Powell stated that he had spoken with Mr. Pauley briefly some time ago. Mr. Sansom asked Mr. Powell to speak with Mr. Pauley to see if he could be of assistance for anything. Discussion continued.

Mr. Powell briefly discussed Travel & Training, explaining that he was trying to get Staff out for more training. Discussion continued.

Mr. Powell gave an overview of Communications & Freight. Mr. Powell explained that there was a modest increase in that line item, but everything was in line. Mr. Sansom asked if there were any opportunities to save water and electricity. Discussion continued regarding bulk electric meters on t-hangars. Mr. Sansom directed Staff to take a look at breaking down the bulk meters into individual meters. Mr. Rivard suggested that Staff find out if it would be cost effective to do that. Mr. Powell stated that there had been incidents in the hangars with bulk meters when the breaker had been tripped due to excessive electricity use in an individual hangar. Mr. Sansom mentioned that perhaps a line could be added to the t-hangar inspection checklist, which was going to be discussed as the next item, which addressed excessive use of electricity. Discussion continued amongst the Board.

Mr. Powell discussed the Insurance line item, stating that Staff had been investigating switching property insurance due to the lack of response from the County for claims. Mr. Powell explained that Brown & Brown Insurance had come in with a quote of \$238,000 which was more than going through the County; however, it was 100% coverage and a much better policy. Discussion continued.

Mr. Rivard asked what the status was on insurance claims with the County. Ms. Debbie Jimenez, Manager of Finance, stated that the County still owed the Airport Authority Business Interruption claims, but she was not having any luck getting a response from them. Mr. Sansom directed Staff to write a letter to the County Commission Chair regarding the insurance issue. The Board concurred that it would be more beneficial for the Airport Authority to obtain insurance from an independent insurance company. Mr. Sansom stated that the budget should reflect the amount quoted by Brown & Brown. Discussion continued.

The Board briefly discussed the remaining line items.

New Business

Item A – Discussion & Consideration of the Titusville-Cocoa Airport Authority’s T-Hangar Inspection Checklist and Other Documentation

Mr. Powell gave a brief overview of the item and recommended approval of the proposed checklist which was provided in the Agenda package.

Mr. Sansom opened the floor to the public for comment and recognized Mr. Tony Yacono. Mr. Sansom also asked if Staff could provide Mr. Yacono with a copy of the checklist. Staff complied. Mr. Yacono asked if the checklist was posted on the website. Mr. Powell stated that the checklist was not approved yet; therefore it was not posted. Mr. Yacono asked if commercial tenants would be included in the inspection. Mr. Powell stated that the premise of the discussion was for t-hangars

to be inspected. Mr. Sansom stated that perhaps commercial tenants should be included. The Board concurred. Mr. Sansom directed Staff to come up with a checklist for the commercial tenants. Discussion continued amongst the Board.

Mr. Rivard asked about how long the inspections would take. Mr. Powell explained that it would be really hard to tell, but roughly estimated that it would take about two weeks per airport. Discussion continued.

Mr. Rivard made a motion to approve the checklist with the addition of language that addressed excessive electricity use. Ms. Clifford seconded. Mr. Sansom called the question. There were no objections to the motion. Motion passed.

Information Section

Executive Director Report

Mr. Powell reported that he had sent out the 2008 Hurricane Preparedness Newsletter and had gotten very good feedback on it. Mr. Powell stated that the newsletter had been very well received by the City of Titusville.

Mr. Powell reported that Staff was working with Emergency Services for Airport Ground Vehicle Operation Training and it was making a big difference with the amount of coverage the airport was receiving. Mr. Powell stated that Emergency Services was now so well informed that when they came out to the airport they knew what they were looking at and could keep themselves safe. Discussion continued amongst the Board.

Mr. Powell concluded his report.

Attorney Report

Mr. Pickles reported that per the Board's request he sought additional information from Haskell with regard to justification for the amount that they retained in the issue of the Corporate Terminal Project at the Space Coast Regional Airport. Mr. Pickles stated that he received some information which he was currently reviewing with Mr. Powell in which the numbers added up, but he needed to seek the back-up to support the numbers.

Mr. Pickles also reported that in the Corporate Terminal investigation a criminal referral had been sent to the statewide prosecutor, but it had not been accepted yet. Mr. Pickles stated that when he inquired, they didn't say who the charges would be against and he had not been given a copy of the document. Discussion ensued amongst the Board.

Mr. Pickles concluded his report.

Check Register & Budget to Actual

Mr. Powell reported that everything was in line.

Administration & Project Report

Mr. Rivard asked if the CTAF frequency change at Merritt Island Airport had been completed. Mr. Powell stated that the frequency had been changed, but there was an issue with Spruce Creek having the same frequency and there was a possibility that the frequency would need to be changed again. Discussion ensued.

Ms. Clifford asked if there were any updates on the progress of Gulfstream Aviation at Space Coast Regional Airport. Mr. Powell stated that he was going to speak with them next week and that they may be starting their construction some time in June.

Ms. Clifford asked if Todd Aeromotive had gone to the County for a waiver to build a larger building. Mr. Powell stated that Mr. Richard Todd had been working on that.

Ms. Clifford asked if there was any progress on the proposed Administration Building at Space Coast Regional Airport. Mr. Powell stated that he was still working with the USDA on the grant and that they had requested a letter with more information. Discussion continued.

Authority Members Report

Mr. Sansom stated that there had been some aircraft incidents at the airports over the last months and he wanted to commend Staff for handling the issues well. Discussion continued.

Public & Tenants Report

Mr. Bill Weiler from the Civil Air Patrol reported that the CAP would be doing demonstrations at the Young Eagles event.

Adjournment

Mr. Sansom asked for a motion to adjourn. Ms. Patch made a motion to adjourn the meeting. Ms. Clifford seconded the motion. Mr. Sansom called the question. All voted aye. Meeting was adjourned.

JERRY SANSOM, CHAIRMAN

KEN RIVARD, SECRETARY