

TITUSVILLE – COCOA AIRPORT AUTHORITY

The regular meeting of the Titusville - Cocoa Airport Authority was held on August 18, 2005, at 8:00 a.m., at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Jay G. M. Schenck, Chairman; Mr. Larry Runyon, Vice Chairman; Dr. Matthew Boucher, Secretary; Patricia Patch, Treasurer; Veronica Clifford; Philip Napolitano; Ken Rivard; Scott C. Carr, C.M., Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney.

Roll Call

Mr. Jay Schenck requested the roll be called and determined a quorum was present.

Approval of Minutes

Mr. Jay Schenck called for the approval of the Titusville - Cocoa Airport Authority's July 14, 2005 meeting minutes. Ms. Veronica Clifford made a motion to approve the minutes. Ms. Patricia Patch seconded the motion. Mr. Schenck called the question. All voted aye. Motion passed.

A meeting was proposed for September 8, 2005 at 1:00 p.m. for a workshop with the First Budget Hearing at 5:01 p.m. Mr. Carr recommended a time change for the September 15, 2005 Board Meeting to 3:00 p.m. to facilitate the Second Budget meeting at 5:01 p.m. Ms. Veronica Clifford made a motion to approve the meeting dates and times. Mr. Larry Runyon seconded the motion. Mr. Schenck called the question. All voted aye. Motion passed.

Appearances – None**Public Comment**

Mr. Schenck asked if the public would like to speak now or the end of the meeting. Mr. Walt Johnson, Executive Director of the Space Coast EDC for the City of Titusville asked to be heard. Mr. Johnson stated his support of the Willow Creek Development and discussed the positive aspects of this project.

Mr. Schenck asked if the avigation easements were in place as far as the Willow Creek Project was concerned. Mr. Carr asked Mr. Tim Pickles to address this question. Mr. Pickles stated that it is included in the ordinances and notice of disclosure agreed upon with the City of Titusville. He further stated that these avigation easements would not keep noise complaints from being filed.

Presentation – Forte McCauley Development Corporation – Willow Creek Road Extension Proposal

Mr. Schenck acknowledged Mr. Tim Jelus of Fort McCauley Development Corporation.

Mr. Jelus gave a brief history of the project and the cost sharing agreement for the road development for the Willow Creek Road Extension. Mr. Jelus stated that after a review of the plan with Brevard County, the Shepard Drive location has been chosen as the best site as shown on the maps. Mr. Jelus further stated that Fort McCauley Development has agreed to pay for the entire cost of this project instead of the Airport Authority sharing the cost as the existing agreement contemplates.

Mr. Schenck stated that two of the Authority Board members serve on the Space Port Commerce Authority which includes the property under discussion and asked Mr. Pickles if this violated Sunshine Law, to which Mr. Pickles responded that it was not a violation as this meeting had been duly noticed.

Mr. Jelus raised the question regarding Ms. Clifford's ownership of a facility in the area where the Fort McCauley's proposed road would be constructed. Ms. Clifford asked that legal counsel contact the State Ethics Commission to see if she will be able to vote on this issue. Mr. Pickles made the Board aware that Ms. Clifford can be apart of the discussion and hopefully an answer would be received from the State Ethics Commission prior to Board action being taken on this issue.

Mr. Rivard had a question regarding the property development that was shown on the map. Mr. Jelus responded to the question, stating that Airport Authority Staff had asked him to give a rendition of plans that included possible commercial development of the Airport property and that it was strictly a conceptual plan.

Ms. Clifford reviewed with Mr. Rivard the property that was purchased by the Airport Authority from Flagler Development. Ms. Clifford stated that she had spent days studying this issue because she has a big concern regarding the ultimate location of the road. Ms. Clifford also reviewed the developer's agreement and the City of Titusville requirement for two separate entrances to the residential development planned by Fort McCauley.

Mr. Jelus stated Fort McCauley purchased the property with the understanding that there was an agreement in place with the Authority and that there would be a future north-south road connection to Shepard Drive. What was in question was how the road construction would be funded, how much the Authority would cover, and how much Fort McCauley would cover. Mr. Jelus stated that Fort McCauley is willing to fund the entire project at no cost to the Authority. Mr.

Jelus further stated they were not at the meeting to debate whether the subdivision moves forward or not. However, they were there to discuss the ultimate location of the road, the costs associated with it, and to see if it was acceptable to the Authority.

Ms. Clifford stated that she had asked Mr. Pickles whether the Authority had a binding agreement regarding the road and was given the answer that the Authority did not. Ms. Clifford stated that the Authority had other options rather than accepting the road as proposed. Ms. Clifford gave her recommendation on where the road should be located and the reasoning behind it.

Mr. Jelus responded that the area Ms. Clifford was recommending was a major hardwood hammock wetland and that it would be environmentally damaging and extremely difficult to accomplish. Ms. Clifford stated that her alternative would cost Fort McCauley more money. Mr. Jelus stated that it was not a function of money but one of permitting complexity. Mr. Jelus stated that they would go through and look at the alternatives and provide reasoning for not being able to go through the wetlands. Ms. Clifford restated that the Airport Authority was under no obligation to accept Fort McCauley's preferred road alignment and location.

Mr. Schenck reminded the Board that the land west of Grissom Parkway was purchased to protect the Airport from residential encroachment and for the Board to state that the Authority did not have an agreement to put the road through would be very selfish of the Airport. He further stated that the developer agreed to leave the zoning as industrial on the noise corridor and agreed not to develop on the east side of Grissom as a part of the original property purchase.

Ms. Clifford stated that she was simply trying to work out the best deal possible for the proposed road project, one that is fair for both parties and that her proposal may be the ideal solution.

Mr. Runyon asked Mr. Jelus to look at other alternatives. Mr. Jelus stated that they would be glad to review other alternatives and come back to the Board's next meeting with those.

Mr. Tim Pickles briefed the Board on the history of the project and also stated that it was clearly the intention of the Board to work with the developer in locating a future road somewhere on the property.

Dr. Boucher asked what the likelihood was of the Authority developing an Industrial Park in that area and asked if Staff had a Master Plan for this property. Mr. Carr responded that it was the intent of the Board to purchase this land as a residential buffer, with the possibility of developing it at a later time. However, Staff only has a preliminary layout of a future commercial or industrial park presently.

Mr. Larry Runyon stated that the Authority needed to do some homework on the proposed road's location and recommended that the Board move on.

Mr. Walt Johnson stated that the EDC did not have a problem with the road project or the proposed location. He further stated that the issue with the EDC would be if the property was left as only a residential buffer and not developed as an industrial area.

Mr. Carr clarified for the Board that the intent for putting this presentation on the Board agenda was to provide information to the Board and there was no action to be taken on the item at the meeting.

Mr. Schenck asked that Staff add the Fort McCauley Road Project to the Workshop meeting agenda. Mr. Carr asked Mr. Jelus if he had enough time to review the other alternative road location options before the next meeting. He stated that it would be enough time.

Ms. Clifford asked if she could review the wetlands report. Mr. Jelus stated that they did not have true environmental data and added that he could not give Ms. Clifford detailed wetland data at this time. Ms. Clifford stated that she was disappointed that she had not been provided with all of the necessary information to make a decision.

Mr. Carr restated for the Board that this item was only a presentation and that he would have included all information and comparison studies for the Board if this had been an action item.

Mr. Schenck stated that by being on the Board a long time that he has had the privilege of hearing all the alternatives regarding the road's proposed location and the reasoning why they cannot cut through the wetlands as suggested by Ms. Clifford.

Mr. Rivard asked if the Staff had received any feed back from AOPA, FAA and FDOT regarding the future residential noise impacts on the property being developed by Fort McCauley.

Mr. Pickles responded by stating that FDOT was involved at the onset of the original property purchase. Mr. Carr stated that all necessary regulatory agencies were involved during the project.

A five-minute recess was taken.

New Business

Discussion of the Valiant Air Command Lease Agreement at Space Coast Regional Airport.

Mr. Carr stated that in June 2005, Staff was asked to bring back to the Board information on the Valiant Air Command lease agreement at the Space Coast Regional Airport. Mr. Carr gave a brief summary of the lease and reviewed the information enclosed in the Board package.

Mr. Carr stated that the Valiant Air Command (VAC) has requested that the additional option periods be granted based upon the new construction of the hangar facility costing in excess of \$162,000.00. After review of the lease agreement by legal counsel, it was determined that a single option period can only be extended every five years and not all remaining options at one time. In 2002, Mr. David Edwards who was the Executive Director, was charged by the Board to work out a longer-term lease with the VAC. Mr. Carr stated that unfortunately these discussions never took place.

Discussion ensued amongst the Board regarding the rental rate of the lease and the positive and negatives of the lease agreement.

Dr. Boucher stated that the museum is definitely good for the community. Dr. Boucher further stated that there are some negatives regarding the air show. He stated that the air show is affecting some tenants as they are required to shut their businesses down which ultimately causes a loss of income.

Dr. Boucher asked if the Authority knew what the attendance to the air show has been historically. Mr. Carr stated that the Authority does not receive that information from the VAC. Dr. Boucher added that possibly the Airport Authority could start charging for parking as a means of additional revenue for closing the airfield for the VAC's event. Mr. Carr advised the Board that the Airport does receive \$500.00 per day for each day of the air show. Mr. Carr also reviewed the maintenance and repair costs of the air show for the past few years. Mr. Carr stated that the indirect costs such as Staff time involved with preparing for the air show each year has not recovered until recent years.

Mr. Rivard asked how many hours the Space Coast Regional Airport was shut down for the air show. Mr. Carr responded that it is closed typically for 4 hours each day of the air show for up to three consecutive days.

Ms. Patch stated that all the tenants knew that the VAC had an air show prior to relocating their businesses here and they should have been aware that this would have some affect on their business.

Ms. Patch asked when the VAC lease would expire. Mr. Pickles responded that the Board could modify the lease and potentially get some revenue for the Airport. He further stated that the lease is a binding agreement and would not expire until the year 2028 if all of the options were exercised.

Further discussion ensued amongst the Board. Mr. Runyon stated that the Authority could ask the VAC for \$1 per car or some determined amount to cover parking on the property. He also stated that this might satisfy the VAC and the Authority.

Dr. Boucher made a motion that the Authority instructs Staff to work out a fee schedule related to attendance or ticket sales with the VAC for future air shows. Mr. Larry Runyon seconded the motion. Mr. Schenck called the question. All voted aye. Motion passed.

Ms. Patricia Patch asked if notification was sent out to the VAC regarding setting up a meeting about the lease agreement and the upcoming Board meeting, as they were not present. Mr. Carr stated that a letter was sent out to Mr. Morris of the Valiant Air Command on August 4, 2005 and followed up with a conversation prior to the Board meeting in which he briefly discussed the upcoming Board agenda item.

Mr. Schenck stated for the Board that in 2028 the improvements to the VAC property revert to the Authority. Mr. Carr stated that the Airport should remain vigilant in assuring that the building is being kept up. Mr. Schenck stated that the VAC must maintain the building, as set out in the lease if they do not it is a violation of the lease agreement terms.

Further discussion ensued among the Board regarding what should be included in the proposed air show fee schedule. Dr. Boucher stated that there should be a charge for parking and also a separate charge for staff time.

New Business Item B

Approval of a Federal Aviation Administration & Florida Department of Transportation Grant for the Replacement of Airfield Lighting & Signage at the Merritt Island Airport.

Mr. Carr stated that he had added two new items to New Business and apologized for the lateness of the items, but that the grant offers had been received via Federal Express the previous afternoon.

Mr. Carr gave a brief description of the grant offers and the reasons why the project is needed. He stated that FAA would cover 95% of the project cost and that FDOT would cover 2.5% of the project cost. The fiscal impact to the Authority would be \$18,225 based on a total project amount of \$729,000.

Mr. Schenck asked what the impact of the construction would be on the tenants. Mr. Carr stated that the specific details would be communicated to the tenants so that the construction could be carried out in a safe manner for everyone. Ms. Patch added that when the runway at Arthur Dunn Airpark had to be closed

during construction they were given ample notification so that they could still fly out if they needed to.

Mr. Brian Pendleton reviewed the lighting equipment that is in place today and what the advantages of the new lighting system will be. He also stated that H. L. Pruitt is a proven contractor and that a large portion of the project should be completed in five to six weeks.

Mr. Bill Baer stated that Island Aviation has the hangar door replacement project presently under construction and that it has had a tremendous effect on Island Aviation's business. He further described the issues surrounding the hangar door repairs on his leasehold. Mr. Baer stated that the runway lights are a problem as they flicker on and off and that the project was definitely needed. But, reminded the Board that closing the runway for an undue period of time would cause an impact to the businesses on the airfield. Also, he would like to make sure that everyone works together when the airfield has to be closed. Mr. Carr stated that the Authority and tenants will work closely together on this project and ample notification will be given to the tenants on airfield closings.

Mr. Schenck called for a motion. Ms. Patricia Patch made a motion to accept the grant per the Staff recommendation. Ms. Veronica Clifford seconded the motion. Mr. Schenck called the question. All voted aye. Motion passed.

New Business Item C

Approval of the Contract for the Replacement of Airfield Lighting & Signage at the Merritt Island Airport.

Mr. Carr reviewed the bid process and stated that the bids were opened on July 29, 2005 at 4 p.m. and that the Authority received three bids. The bidders were H. L. Pruitt, Advanced Electrical Installations, and Urban Electric. The low bidder was H. L. Pruitt in the amount of \$651,934. Mr. Carr requested that the contract be awarded to H. L. Pruitt.

Mr. Schenck called for a motion. Mr. Larry Runyon made a motion to approve the contract for the project. Ms. Veronica Clifford seconded the motion.

Mr. Baer of Island Aviation commented that the Authority should try to keep business in Brevard County if we have a qualified company in this area and asked the Board to consider this when bidding out projects in the future.

Mr. Brian Pendleton concurred with Mr. Baer, but added that FAA and FDOT requirements must be followed with regard to competitive bidding. He also stated that this process typically requires the work to be awarded to the low bidder regardless of where the business is located.

Mr. Pickles added that there is also state laws regarding competitive bidding and that is to award the contract to the lowest qualified bidder.

Mr. Schenck called the question. All voted aye. Motion passed.

Executive Director's Report

Mr. Carr stated that earlier this week the Authority had the USDA check presentation for the Corporate Aviation Terminal Building. Mr. Schenck and the Board congratulated Mr. Carr on his success and hard work in obtaining this grant. Mr. Carr also thanked staff for the team effort.

Mr. Carr added that there had been articles in the newspaper about the AWOS installations at Arthur Dunn Airpark and Merritt Island Airport in Hometown News and Florida Today respectively. These newspapers also had an article about Helicopter Adventures and their continued growth at the Space Coast Regional Airport.

Mr. Schenck asked that Mr. Carr work with Mr. Corr of Helicopter Adventures on the helicopter corridor through the Willow Creek subdivision. Mr. Carr stated that they would be working closely together on this project.

Discussion ensued among the Board regarding the Willow Creek property. Mr. Schenck thanked Ms. Clifford for spending so much time on researching the project.

Attorney Report: None

Budget to Actual and Check Register

Mr. Schenck asked the Board to review the budget to actual and the check register for any questions. Mr. Carr stated there was nothing substantially different compared to the previous month. Mr. Carr added that the Authority would be receiving the insurance reimbursement check soon to offset the capital outlay line item that presently has been used for the air traffic control tower lightening strike repairs that occurred in July 2004.

Mr. Clifford asked if there was anyway to get the budget to actual when the Board agenda is distributed. Mr. Schenck stated that accounting does not have time to get this out when the Agenda is being done and asked Ms. Jimenez how soon she could complete the budget to actual each month. Ms. Jimenez stated that she tries to have it completed for the Board agenda package. She stated that it depends on when bank statements are received and when the necessary balancing work can be completed each month. Mr. Carr stated that Staff would endeavor to get this

report out as soon as possible to facilitate it being included in the Board agenda packages in the future.

Mr. Schenck stated that Mr. Carr is extremely busy with the Corporate Aviation Terminal Building project and the extra work caused by being short staffed. Mr. Schenck further stated that when Mr. Carr receives a telephone call from one of the Board members with a question, he is going to try to answer it as quickly as possible. However, he asked the Board to work with him and not against him as individuals become cognizant of the demands of Mr. Carr's job. Mr. Schenck requested that individual Board members not go to Mr. Carr's Staff to make demands or requests, as they should go through him so that he can properly direct staff to complete necessary items.

Mr. Rivard asked for an update on the t-hangar repairs at Merritt Island Airport. Mr. Carr stated that he had received some revised pricing from Santa Cruz Construction and that the pricing surprisingly came extremely close to the exact amount of the first insurance reimbursement check. Mr. Carr stated that Staff was negotiating with the contractor to begin part of the repair work. Mr. Carr asked Mr. Brian Pendleton to expand on these negotiations.

Mr. Pendleton stated that Building 50 at the Merritt Island Airport was the most damaged t-hangar building and that Staff wanted to start the repair process with that building. He also stated that Santa Cruz Construction had informed him that it will be difficult to obtain a permit to repair part of a building. Mr. Pendleton reviewed the phasing of the repairs and the cost to complete the same. He stated that he hopes that they will be able to start the necessary work in a few weeks.

Mr. Rivard asked if the facilities Staff would be able to take care of some of the smaller repairs and Mr. Carr responded that it is all covered in the contract with the contractor. He added that after each storm, facilities Staff did assist in making the buildings as safe as possible.

Authority Members Report

Mr. Rivard stated that he had some conversations with Mr. Carr concerning the placement of items on upcoming Board agendas and asked who determined which items were ultimately placed on it. Mr. Schenck stated that the Executive Director typically develops the agenda.

Mr. Carr stated that some of the items that Mr. Rivard had requested be placed on the agenda were items that Staff were not ready to proceed with. He further stated that historically, items are not placed on an agenda until Staff has brought closure to an issue to facilitate moving forward with a recommendation to the Board.

Mr. Rivard stated that the Board members are equally important and that he should be allowed to put items on the agenda for discussion. Mr. Schenck asked Mr. Rivard to discuss these types of items in their Authority member reports.

Mr. Rivard stated that one of the items he was concerned with was Island Aviation and their continued harassment of the tenants at Merritt Island Airport. He further stated that Island Aviation is not conforming to the provisions of their lease agreement nor are they following the adopted rules and regulations.

Mr. Schenck asked Mr. Carr to respond. Mr. Carr stated that the Board had directed Staff to work with Mr. Rivard and Island Aviation to address these issues. Mr. Carr added that he has had a meeting with Mr. Baer to discuss some outstanding issues and that they are currently working through those items on Mr. Rivard's list. Mr. Carr also stated that there are several commercial tenants that are not in compliance with their lease agreements adding that this has transpired over the last ten years or more and did not take place over night. He further stated that unfortunately it will take time to correct and cannot be cleaned up overnight. Mr. Carr insured the Board that Staff is endeavoring to make sure that all tenants are brought into full compliance of their existing lease agreements.

Mr. Rivard asked about the building renovations that are being done at Island Aviation. Mr. Carr responded that the renovations were approved when the lease agreement was assigned from Merritt Island Air Service to Island Aviation.

Mr. Runyon stated that he believed that Mr. Carr was handling the issue the right way. He stated that Mr. Carr needs to use his judgment when handling these types of situations with tenants.

Mr. Rivard asked about a resolution with the Enchanted Forest regarding the cutting of the trees and the interference with the signal from the NDB. Mr. Carr stated that these issues are ongoing and should run its course without being rushed. He also reminded everyone that the trees were only proposed to be trimmed and not completely cut down.

Ms. Clifford asked for any information regarding the Enchanted Forest so that she could better understand the issue. Ms. Clifford also stated she needed to know how to get information to the other board members regarding the Willow Creek Project. Mr. Schenck asked Mr. Pickles to respond. Mr. Pickles stated that a packet of information to assist the Board in making a decision on an item could be distributed to the Board members through Mr. Carr. He further stated that the information should not give an opinion on the issue. Mr. Carr stated that when the Willow Creek Project is brought to the Board as an action item, all of the necessary information would be include for the Board to review.

Ms. Clifford further discussed the Willow Creek Project and shared the idea of commercial development on the property to facilitate additional revenue for the Authority.

Dr. Boucher stated that the Board needs to be looking at ways to increase revenue.

Mr. Napolitano stated that the complaints that were brought up by Mr. Rivard or by anyone else on the Board should be addressed and an update given back to the Board so that the same issues don't become recurring. Mr. Carr stated that a response was given to Mr. Rivard regarding the meeting with Island Aviation.

Mr. Schenck requested that the Board be conscientious of Mr. Carr's time and again requested that the Board work with him not against him.

Public and Tenants Report

Mr. Baer was recognized and shared a letter drafted by his Attorney. This letter stated that anyone that was in a business competing with Island Aviation and was a member of the Board should recuse him or herself from issues regarding Island Aviation. Mr. Baer also stated that the sublease agreement with Voyager could revert to a month-to-month lease agreement for the future. Mr. Pickles stated the Authority could require that the lease be formalized.

Mr. Baer stated in response to Mr. Rivard's earlier comment pertaining to compliance with rules and regulations, that the fuel trucks are being parked in the hangar at night because he felt it was dangerous to leave the vehicles parked outside at night unattended. Also, Mr. Baer addressed crossing the runway with the fuel trucks as an issue in which he is still working on a resolution. Mr. Baer stated that the building renovations were addressed in the lease assignment and it does state what renovations can be made and they are working with Mr. Carr on this.

Mr. Rivard asked Mr. Pickles about the lease agreement that Island Aviation assumed from Merritt Island Air Service. Mr. Rivard asked if the Voyager Aviation sublease agreement transferred with the master lease agreement. Mr. Pickles stated that if the sublease agreement had expired then this lease would have to be re-written and approved by the Authority.

Mr. Ted Yon was recognized and asked about the Authority's grant assurances and requested a copy to share with the BAA. Mr. Carr stated that they could be found on the AOPA web site. Also, Mr. Yon asked about the discussion regarding buying property on Merritt Island. Mr. Carr stated that he was working with FDOT to see if the Authority could obtain grant funding for some specific parcels of adjacent land. Further discussion ensued regarding the purchase of property around the Merritt Island Airport.

Mr. Yon asked about the status regarding the continued maintenance to t-hangars and asked if his t-hangar could be a prototype for future repairs. He offered information on some new products available that deal with rust.

Mr. Jeff Araj was recognized and stated that he would like to complain about the harassment by Island Aviation. He further stated that it interferes with the pleasure of flying and that he would be moving his aircraft to another airport. He added that Mr. Baer's behavior scares some people and he feels that it is not appropriate.

Dr. Boucher asked if Dr. Araj had spoken to Mr. Baer about this. Dr. Araj stated that during the last incident in which they were approached by Mr. Baer that they contacted the Sheriff's Department. Dr. Boucher stated his concern over losing a tenant and asked that this issue be addressed.

Mr. Baer stated that the aircraft in question is presently under investigation by the FAA and that they do watch the airfield and challenge individuals on the apron that they do not recognize to help maintain Airport security. Mr. Baer also stated that his staff watches for unapproved charter activity and other unauthorized activities.

Mr. Patrick Corr was recognized and commented on the definition of a charter operation. He further stated that it would be unfair to allow unauthorized charters at any airport and hopes the Authority would take a very strict approach in dealing with individuals that are not in compliance with FAA regulations. He also added that TSA regulations require him to be suspicious, observe, and be proactive in identifying everyone at the airport.

Mr. Rivard asked to address this issue. Mr. Rivard stated that Mr. Baer knew that Dr. Araj owned the plane and added that the harassment must stop. Mr. Schenck asked that the issue be settled without becoming a Board action. Ms. Clifford stated that the Authority should be able to work amicably together and asked if Staff had any issues on file regarding Mr. Baer.

Ms. Christina Araj stated that she fears what Mr. Baer may do. Mr. Schenck stated that the issue did not require Board action as Mr. Baer is in business for himself. Mr. Larry Runyon stated that he agreed. Mr. Tim Pickles stated that illegal activities should be taken care of by the Airport Authority, and that if it is proven that harassment is taking place then the Airport Authority would need to take action. He further stated that at the present time, no evidence had been presented that either of these activities have taken place.

Dr. Boucher stated the Board should have an avenue to be informed on tenant problems. Mr. Schenck asked that individuals involved try to work out their issues and if they can't bring them to Mr. Carr's attention.

Ms. Bobbie Lasher was recognized. Ms. Lasher commented on Mr. Rivard's complaint regarding fueling of aircraft on the Airport. Mr. Rivard clarified that the aircraft in question was being fueled inside a t-hangar.

Adjournment

Mr. Runyon made the motion to adjourn the meeting. Ms. Veronica Clifford seconded. All voted aye. Motion passed. Mr. Schenck adjourned meeting.

JAY G. M. SCHENCK, CHAIRMAN

DR. MATTHEW BOUCHER, SECRETARY