

**TITUSVILLE – COCOA AIRPORT AUTHORITY**

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on September 17, 2009 at 4:00 p.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; Ms. Veronica Clifford, Secretary; Mr. Ken Griffin; Dr. David L. Hosley; Mr. Al Elebash; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. Dr. Niazi was present via teleconference.

**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 changes or additions to the Agenda. Seeing none Mr. Sansom called for a motion. Ms. Patch made a motion to approve the Agenda as presented. Mr. Griffin seconded. All voted aye. Motion passed.

**Appearances – None****Presentations – None****Consent Agenda**

**Item A – Approval of the Titusville-Cocoa Airport Authority Minutes: August 20, 2009 – Regular Meeting and August 20, 2009 First Budget Hearing**

**Item B – Update the By-Laws to Include an Updated Reference to the Enabling Legislation to Meet USDA Requirements**

Mr. Sansom called for a motion to approve the Consent Agenda. Mr. Griffin made a motion. Ms. Patch seconded. There were no objections to the motion. Motion passed.

**Old Business – None****New Business**

**Item A – Discussion by Mr. Brian Pendleton of Recent Invoiced Costs by Airport Engineering Company and Contractors Regarding the Sign Panel Project at TIX; the Fuel Farm Project at COI; the East Apron Rehabilitation Project at TIX; the Runway, Taxiway, and Gate Improvements at X21 and the Variances Needed for the City of Titusville**

Mr. Powell gave a brief overview of the item and turned the floor over to Mr. Brian Pendleton from Airport Engineering Company.

Mr. Pendleton presented Invoice No. 30998 from Standard Sign, Inc. in the amount of \$59,560.86 for the Replacement of Airfield Guidance Signs at Space Coast Regional Airport. Mr. Pendleton stated that all the sign panels were delivered and received per verification of the Airport Authority Facilities Department. Mr. Pendleton stated that all of the signs had been installed.

Mr. Pendleton presented Invoice No. 09100 from Airport Engineering Company in the amount of \$4,172 for the Fuel Farm Project at the Merritt Island Airport. Mr. Pendleton stated that this was a progress payment for ongoing engineering services.

Mr. Pendleton presented Invoice No. 09097 in the amount of \$2,502.50 from Airport Engineering Company for the East Apron Rehabilitation at Space Coast Regional Airport. Mr. Pendleton stated that this was for Project Representative (RPR) services during Phase 1 of the Polycon application on the apron.

Mr. Pendleton presented Invoice No. 09098 in the amount of \$1,440 and Invoice No. 09099 from Airport Engineering Company in the amount of \$3,910 for Phase 'A' and Phase 'B' improvements at the Arthur Dunn Airpark. Mr. Pendleton stated that the expenses were for permitting, bidding and pre-construction activities. Mr. Pendleton stated that all of these activities had been verified.

Mr. Pendleton presented a permitting fee in the amount of \$615.20 from the City of Titusville for the Runway Safety Project at the Arthur Dunn Airpark.

Mr. Pendleton presented a variance fee in the amount of \$1,100 from the City of Titusville for Space Coast Regional Airport fencing, Arthur Dunn Airpark fencing and interim helicopter spots for Bristow Academy at Space Coast Regional Airport. Mr. Pendleton stated that the variance was for barbed wire fencing.

Mr. Pendleton concluded his portion of invoice presentations.

Mr. Powell turned the floor over to Mr. Rob Hambrecht from the LPA Group. Mr. Hambrecht presented a permitting fee in the amount of \$2,341 from the City of Titusville for the Administrative Building at Space Coast Regional Airport. Mr. Hambrecht stated that the fee was for the Building Department to look at the plans for the Administrative Building. Mr. Hambrecht concluded his report.

Mr. Sansom called for a motion to approve all invoices and fees. Mr. Griffin made a motion. Dr. Hosley seconded. There were no objections. Motion passed.

**Item B – Discussion & Consideration of a Resolution in Recognition of Ms. Debbie Jimenez’s Efforts Regarding Insurance Claims for the Hurricanes and a Policy for Rewarding Outstanding Achievement by Staff**

Mr. Powell gave a brief overview of the item. Mr. Powell stated that Ms. Debbie Jimenez was instrumental in providing paperwork in a timely fashion to the County regarding hurricane claims over the last five years, which resulted in a settlement of funds.

Mr. Pickles read the resolution to the Board. Ms. Patch made a motion to accept the resolution. Dr. Hosley seconded. Mr. Sansom called the question. All voted aye. Motion passed.

Mr. Powell stated that as part of the item, Staff was looking for a policy as a way to reward Airport Authority employees who made an outstanding effort above and beyond their job description. Mr. Powell recommended a monetary award up to \$500, which would be budget dependent. Mr. Griffin made a motion. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

**Item C – Discussion & Consideration of Aviation Themed Country Music Festival at Space Coast Regional Airport April 9<sup>th</sup> and 10<sup>th</sup> 2010**

Mr. Powell gave a brief description of the item. Mr. Sansom asked if Mr. Powell was requesting approval to pursue the event further or for the event to actually take place. Mr. Powell stated that it was for the festival to take place. Mr. Griffin made a motion. Mr. Elebash seconded. Discussion pursued.

Ms. Patch asked if there was a problem with the Valiant Air Command's (VAC) Air Show being in March, since the festival would be so soon afterwards. Mr. Powell stated that the VAC was involved with the festival and was in full support.

Mr. Sansom stated that Mr. Greg Popp from Bristow Academy had expressed some concerns. Mr. Powell stated that he had spoken with Mr. Popp and didn't think Mr. Popp understood that the airfield would not be shut down. Discussion continued.

Mr. Sansom asked if the event would impact aviation activities. Mr. Powell stated that Staff would have to shut down four helicopter spots, but people could still land and take off. Mr. Powell also explained that it would restrict access to the west side, resulting in the need to taxi a little further. Discussion continued.

Mr. Sansom stated that he wanted to make sure Bristow Academy was okay with the whole thing. Mr. Pickles explained that there was not a contract as of yet and that Mr. Powell was looking for approval to move forward with negotiations. Discussion continued.

Mr. Sansom asked Mr. Powell to follow up with senior management at Bristow Academy to make sure everyone was on board. Discussion continued.

Mr. Sansom called the question. There were no objections. Motion passed.

**Item D – Discussion & Consideration of Changing Employee Benefit Coverage to Reduce Costs and Provide Better Coverage to the Employees**

Mr. Powell gave an overview of the item, stating that in 2010 employee insurance through the County would be changed to pass more of the monetary responsibility off to employees and providing reduced coverage. Mr. Powell stated that Staff had looked into saving money and providing better coverage to employees by going with a plan offered by Paychex. Discussion continued.

The Board concurred that they were in support of providing better health care coverage for employees. Mr. Griffin made a motion to approve moving forward with better coverage. Dr. Niazi seconded. Discussion continued amongst the Board.

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

**Information Section****Executive Director Report**

Mr. Powell stated that Staff was very busy with projects at all three airports. Mr. Powell reported that ditch work was being done at Arthur Dunn Airpark and the fencing would happen the following week. Mr. Powell also reported that the Rehabilitation of the Air Traffic Control Tower at Space Coast Rehabilitation was ready to go out for bid.

Mr. Powell reported that the new fuel tanks for the Merritt Island Airport were currently being fabricated.

Mr. Powell reported that plans for the Cocoa Beach Airshow on October 3-4, 2009 were moving along and the Merritt Island Airport was providing some support for that. Mr. Powell stated that the promoters of that event had asked if the Airport Authority could be a sponsor in some way. Mr. Powell stated that he would recommend a sponsorship of \$2,500 to help offset fuel costs. The Board concurred. Mr. Griffin made a motion to approve Staff recommendation. Dr. Hosley seconded. There were no objections. Motion passed.

Mr. Powell reported that there had been an aircraft incident at Space Coast Regional Airport recently and that the Bristow Academy Maintenance Team had responded to the incident and extinguished a blaze. Mr. Powell introduced a resolution to recognize those individuals. Mr. Pickles read the resolution. Mr. Griffin made a motion to approve. Ms. Patch seconded. Discussion continued.

Mr. Sansom called the question. There were no objections. Motion passed.

Mr. Powell concluded his report.

**Attorney Report**

Mr. Pickles reported that the Airport Authority now owned the fifty-two acres off the approach end of Runway 9 at Space Coast Regional Airport.

Mr. Pickles concluded his report.

**Check Register & Budget to Actual**

The Board had no questions.

**Administration & Project Reports**

The Board had no questions.

**Authority Members Report**

Dr. Hosley reported that the new academy at Merritt Island was up and running and Mr. Yacono offered up help from the EAA and the Young Eagles for the kick off.

Mr. Sansom talked about an article in USA Today on General Aviation Airports which stated that less than 25% of GA airports do not operate on public dollars. Mr. Sansom stated that the Airport Authority should be proud to be in that category.

The Authority Members Report was concluded.

**Public & Tenants Report**

There was no comment from the public.

**Adjournment**

Mr. Sansom asked for a motion to adjourn. There was a motion to adjourn the meeting to which there were no objections. Motion passed. Meeting was adjourned.

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JERRY SANSOM, CHAIRMAN

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VERONICA CLIFFORD, SECRETARY